

RICHARD ANTHONY EDWARDS

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A highly effective management professional with an impressive record of results through great inter personal skills, delivery of excellent reporting and implementation of effective controls. Experience enhanced by operational management roles across other business divisions.

SELECTED ACHIEVEMENTS

- Managed successful establishment of regional Operations department for US-owned major multi-level network marketing organization; **project managed delivery of all controls and resourcing across regional sites** ahead of deadline. Involved in the **Change Programme** at the Department for Education which eventually led to a functional and effective Executive Agency Finance Business Partnering Team.
- **In charge** of team that has **successfully managed the statutory audit and production of the annual report and accounts** of an Executive Agency for the Department for Education for the past 5 years. The accounts have been presented to Parliament ahead of schedule every year while I have been in charge of that task.
- Excellent **team player** and leader when required (having managed a team of 15) and always willing to learn and in turn teach others whether it be at desk training of colleagues or delivering training sessions to a mixed audience. Consistently received positive feedback regarding my effective management style from colleagues.
- Produced **excellent management information** in a particular case enabling highlight and recovery of £1m overpayments; implemented preventative measures and recovered 100% of monies due. Able to deliver high standard of reports verbally or written with ease and pitched at the right level of complexity or detail depending on the target group. Obtained considerable experience in Operations Management in previous roles inclusive of IT, HR, facilities management, security & health and safety.
- Solid Accounting and Finance Foundation gained from **4 years experience with one of the "Big Four"** International Accounting Practices (KPMG).
- Academic achievements include **Fellowship status of ACCA**, **MBA** awarded by Florida International University and **IOSH** Health and Safety Certificate.
- Committed to **continued professional development** and **Continuous Improvement** through attendance of a variety of management and accounting seminars, conferences, liaising with colleagues and being a member of ACCA's West Midlands network.
- **Serves as a mentor** to colleagues working at the Department for Education who are interested in becoming qualified accountants. Active member of the panel that **provides financial training** to non-finance colleagues at the Department for Education.

CAREER – Highlights

April 2012 to date – Senior Accountant / Finance Business Partner then Head of Business Support for The Department for Education - Coventry.

The core functions involve acting as Business Partner for the Agency offering financial and management advice of the highest quality to all stakeholders. This involves the **preparation of financial reports and budgets** for the Agency and budget managers on a

monthly and annual basis, meeting with the Chief Executive and deputies on a monthly basis to **review and sign off the accounts**, **management of a finance team** across multiple sites and **provision of training** to budget managers. I am also required to co-ordinate the annual reporting process which involves liaising with the National Audit Office, the Department for Education and senior management within the Agency to ensure that the Annual Report & Accounts are laid before Parliament on time.

Key Achievements:

- Completed the Agency's 2012-2016 Annual Reporting Process and reporting to Parliament ahead of schedule every year.
- Successful implementation of a new payment & expenses system within the Agency which may be subsequently used by the main department whose annual budget is circa **£60bn**.
- Took the lead on training Budget Holders on how to use the new Strategic Reporting Financial System which was subsequently rolled out across the Department for Education.
- During 2016 was asked to lead a group tasked with improving financial reporting across the Department for Education.
- April 2017 Appointed Head of Business Support for the Academies Financial Reporting Division. Responsible for Financial & Budget Management, Contract Management and Data Governance.

January 2011 to March 2012 – Financial Accountant – The General Teaching Council for England (GTCE) – Birmingham.

The core functions included the preparation of financial information for the Council and budget managers on a monthly basis. This involved meeting with the Chief Executive and his deputy on a monthly basis to review the accounts. I managed a finance team of 5 and provided training in finance topics to budget managers.

Key Achievements:

- Helped to complete the 2011 Annual Reporting Process ahead of schedule after being in the office for just a few months.
- Appointed Project Manager for the close down of the GTCE which was due to be abolished at the end of March 2012.

March 2009 to December 2010 -Senior Group Finance Manager – University Hospital Birmingham NHS Foundation Trust (The Queen Elizabeth Hospital Birmingham)

Financial Management within a division of a leading acute hospital including strategic planning, budgetary controls, cost improvement plans, business cases, advising divisional boards, working capital management and line management of a member of staff.

Key Achievements:

- Maintained a surplus position throughout my tenure during very harsh economic circumstances.

- Appointed to be a member of the panel who provide financial training for non-finance managers within the Trust on a regular basis.

March 2006 to December 2008

**The Engineering Technology Group Ltd (Southam, Warwickshire)–
Management Accountant and Health & Safety Co-ordinator for this leading CNC Machine Tool Distributor.**

Key Achievements

- Co-opted since July 2008 by the board to be part of **The “Engineering Team”** mandated to improve profitability and accountability of resources. Immediate success demonstrated through regular briefings and setting performance goals, resulting in improved team performance and ownership of responsibilities by team members.

April 2005 to March 2006

**Mayne Pharma Plc (Leamington Spa, Warwickshire) – Turnover App £300M p.a.
Management Accountant involved in preparing accounts and training Financial Controllers at this multi-national Pharmaceutical firm’s Head Office.**

- Efficiently accounted for operations within the EMEA region and also accounted for a number of Australian subsidiaries from the U.K. head office.
- Successfully trained accounting staff from continental Europe to become Financial Controllers for their respective subsidiary companies.

April 2004 to February 2005

**Weston Beamor Ltd (Birmingham) –
Accountant – Involved in all aspects of the financial management of a leading jewellery manufacturing company based in the “Jewellery Quarter”.**

- Managed a team of 3 and prepared monthly accounts using **Sage Line 50** as the primary processing software. I also had oversight responsibility for working capital ie the sales and purchase ledgers, cash flow management and prepared VAT, Intrastat, EC Sales Listings and other statutory reports as requested by the authorities

March 2004

Ishida Equipment Ltd (Birmingham)

Accountant – At short notice called in to assist the Financial Controller with preparation of schedules and reports required for this engineering company’s year end audit.

May 2001 to October 2003

Golden Neo-Life Diamite International Ltd, Operations Manager (Caribbean)

- Managed financial control aspects for this £100M t/o US owned **Health Care** business from a newly established regional centre to monitor activities across **Jamaica, Barbados and Trinidad.**
- Supervised local team of 6 finance staff and multi-site based teams with operational management responsibilities across Accounts, Warehouse and Operations divisions.

Earlier Career

Achieved promotions to Senior Assistant Accountant while working as an auditor with **KPMG**.

PROFESSIONAL DEVELOPMENT

Advanced Excel Course (2010)
IOSH Certificate in Managing Safely (2008)
Member of ACCA (2003)
MBA, Florida International University (2002)
Certificate in Computer Studies (2001)

IT skills include knowledge and use of Coda Dream, Accpac, Sage, FDC, MfgPro, Platinum, Baan, ESR, Oracle, Cognos, Softology, ERP systems including RM, PRINCE2, MS Project and spreadsheets including Excel, Lotus Supercalc and the Microsoft Office Suite of programmes.

Attended a number of conferences and seminars to update skills set, including International Financial Reporting Standards, Impact on Accounting Policies following WTO Agreements and Companies Act amendments, various management and taxation courses.

PERSONAL INFORMATION

Clubs: Lions Club International, Veseyans RUFC, Aston Villa FC
Interests: Family, Sports, Music and International Affairs

REFERENCES AVAILABLE UPON REQUEST