

# NICOLA POCKLINGTON

## FINANCE DIRECTOR/ACCOUNTANT

### CONTACT

- 07719786169
- nickypoc@hotmail.com

111 Haven Lane, Mooreside Oldham,  
OL42QQ

### SKILLS

- Prince 2 Project Management
- Sage line 50 certified
- GNVQ Business Studies
- Oracle
- SAP
- Xero adviser certified
- Sage, various packages
- Money Soft
- Sales Force

### EDUCATION

**MSC Forensic Accounting**

**Portsmouth University-2019**

**AAT Level 4 Intermediate**

**Oldham College-2005**

- 1998: St Augustines RC - 6 GCSE including English, math, science.
- 2005: Oldham College AAT intermediate
- 2014: Open University, Psychology 2.2 (OU)
- 2019: Computer and Hacking Forensics (Cybary)

### LANGUAGES

English

### PROFILE

I am a reliable hard working, time effective individual, with the ability to communicate professionally at any level, internal and external. Working effectively and efficiently as part of a team or alone, always building excellent working relationships.

I'm a Level 4 AAT qualified accountant with a Master's Degree in Forensic Accounting. I have 20 years plus experience in various finance, accounting and business consultancy roles as well as being a director and shareholder in several SME's. My experience in preparing budgets, financial reports and general accountancy to public sector, SME's, Charities and PLC's gives me a broad range of knowledge in finance and accountancy procedures and best practice.

My focus is as a general accountancy practitioner, from bookkeeping, vat return preparation, tax returns to preparing full end of year statutory accounts.

On occasion I also engage as a forensic accountant using my qualifications, knowledge and skills to investigate and manage varying levels of accountancy issues.

In addition to this, I have provided services as a business consultant advising on new business starts up's, including business plans funding and finance as well as for established businesses seeking growth management.

Outside of work I enjoy spending time with family, making memories and having adventures.

### WORK EXPERIENCE

2023-2024

**Chief financial Officer/Forensic Accountant, 6 months contract.**

**Example Recruitment Group Ltd**

- Preparation and overseeing the weekly, monthly and yearly financial management of company.
- Fraud and risk management
- Forensic Accounting,
- Direct reporting to MD
- 10,000,000 + turnover
- Management of department staff and workload.
- Production of weekly, monthly and yearly management and statutory accounts. CIS, Vat, paye, CT600, P11D
- Ensuring all company adheres to Government compliance.
- Staff training
- Board Meetings
- Risk management and forecasting
- Undertaking internal audits/ overseeing quarterly external Audits
- Liaising with external auditors and accountants.
- System migration
- Factoring/ Leasing with Bank management.

# NICOLA POCKLINGTON

## FINANCE DIRECTOR/ACCOUNTANT

### REFERENCES

#### Debbie Lemon

07824614459

debbie@examplerecruitment.co.uk

References available on request

### Finance Director/Accountant/ Licenced Premises

Tax Evolution/Freestyle Asset Management Industry & Practice 2007-2024

#### Practice; Construction, Charity, Service, IT, Education.

- Bookkeeping Cloud based/ Xero, Sage, QuickBooks, Dext & Free agent.
- Vat returns
- CIS & reverse vat
- Accruals, prepayments, fixed assets register and depreciation
- Multi-currency
- Inter-co
- Tax compliance
- Statutory accounts production/full year end. Manual and computerised (Various packages) CCH
- Financial management/Management accounts
- Liaising with clients off site
- Cloud accounts set up.
- Xero Advisor
- Staff supervision and training

#### Industry; Engineering & Construction

- Full Accountancy year end sole trader, ltd and plc. HMRC and Companies House submission.
- Financial management & Monthly Management accounts.
- Budget management, providing financial forecasts, PL forecasts. Journal entries, prepayments, variances.
- Bookkeeping. Creditor and Debtors invoicing and payments. Petty cash.
- Bank and cash reconciliation.
- Fraud and Risk Management (Forensic accounting)
- Calculating and submitting VAT.
- Cloud accounting migration & Training.
- Managing and training staff.
- HR, New starters, payroll and pensions. Disciplinaries and HR legal compliance.
- Full Payroll,
- CIS and reverse Vat, Reporting to HMRC (Sage, Xero, QuickBooks & Free agent)
- Monthly management and Year end accounts. Manual and computerised.
- Cyber Security
- Property Management, Lettings, Advertisement, Screening clients, monthly tenant and landlord accounts. Various
- Advertising, Social media marketing and PR. (website design, WordPress & adobe muse)
- Ad Hoc assignments.
- General business Administration, maintaining office supplies, booking travel and accommodation. Various admin duties.

### OMBC finance officer, Johnson Brothers Job costing Manager.

2001 -2008

Various

- Budgets and forecasting,
- Job Costing, Accounts and Administration