

Matthew Unwin,
Whitefield, Greater Manchester,
matthew_unwin@yahoo.com - 07790565078

Personal Profile

A confident, multi-skilled and capable Transactional Finance Manager with excellent knowledge of finance and accounting procedures, highly motivated and conscientious with over 10 years' finance and accounting experience. Commercially minded team player with the ability to work under pressure whilst maintaining a positive attitude, experienced in the development of systems and controls as well as addressing key issues to improve company financial performance and direction. An excellent problem solver and analytical thinker who thrives in a challenging environment. Experienced in the use of Sage, Oracle, SAP, Microsoft Excel, PowerBI and Qlikview when preparing forecasts and reports

Skills

- Lead, Train, and motivate staff towards obtaining information, studying data and executing strategic decisions under minimum supervision
- Deliver monthly forecasts, reporting packs and results sign off.
- Liaising with key stakeholders, development of annualised targets for cash collection, involvement in the monthly review of budgets and the reforecasting throughout the year.
- Preparation and analysis of monthly reporting pack including KPI's
- Oversee accurate application of customer payments, credit notes and all credit transactions.
- Advanced Microsoft Excel Skills. (Pivot Tables, IF statements, VLOOKUP, Conditional Formatting, Advanced Charting)
- Recommendation of modifications to systems, system testing, development and upgrades to system. Successfully updating IT system and introduction of sales ledger system.

Career History

Oct 18 – Present L'OREAL – DEAL TO CASH ANALYST

I moved to L'oreal to head up a team of credit and collection specialists and centralise the promotional accrual process. Head a team of 6 credit and collection specialists who collect £750m per annum across the team.

- Ultimate Responsibility for the performance of Credit and Collections Team.
- Working with External Auditors to ensure a clean Audit Report
- Continuously review, design and develop ways of working to drive efficiencies within the team.
- Operate as Transactional Finance Lead on business wide projects, partnering with internal and external stakeholders
- Established Customer accounts and set credit limits based on company risk management policies.

May 2016- Oct 2018- DWF SENIOR REVENUE CONTROLLER

In May 2016 I was promoted to a Senior Revenue Controller to focus further on month end reporting and operational efficiency. The role is to provide financial support to the Insurance Services Division of 1,200 staff and £90m operation. Analysis of new business and performance against operational finance targets for WIP, debt and sales. Focusing on Net Profit Margin, month end reporting, delivering budgets and forecasts for the Insurance Services Division. This role also includes the management and mentoring of a team of 8 Revenue Controllers.

Responsibilities:

- Processing of monthly accruals and prepayments
- Supporting the provision of consolidated results of business plans, results and forecasts.

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- Creating reports and board packs including cost variance analysis into Executive Board and communicating with CEO, COO and CFO.
- Analysis of sales forecasts and prospects to produce weekly cash flow forecasts and planning of workload. Gap analysis of budgets against sales forecast and producing monthly revenue forecasts.
- Daily review of cash receipts, bank receipts, bank posting and bank reconciliation.
- Responsible for full business expense claims and Accounts Payable Invoices to centralised finance providers.
- Assisting with all departmental process improvements; delivering continuous improvements to systems and processes in place to ensure best practice. Assist in supporting the timely collection of business unit debts and payment of business unit creditors.
- Cash forecasting and other various ad hoc reports, assisting with ad hoc Finance Controller tasks/requests as required.

February 2012-April 2016

DWF - REVENUE CONTROLLER

The Revenue Controller position was newly created to optimise delivery and reduce lock-up and the working capital cycle by moving non-billable tasks away from the engagement teams and focus on operational efficiency and streamlining the working capital process.

Responsibilities included:

- Driving improvements in finance processes and analysis capability utilising best practice.
- Preparation of various reports for senior managers.
- Proactively identifying business improvement opportunities.
- Conducting regular business reviews of financial performance.
- Preparing business forecasts on a monthly basis.
- Delivering analysis that is accurate and timely.
- Performing against KPI's and internal SLA's to deliver against bill request targets and also targets to convert proformas into invoices within 48 hours.

January 2011 – December 2011

RBS INVOICE FINANCE - RECONCILIATION CLERK

The Reconciliation Clerk was part of the risk management team for RBS Invoice Finance, minimising the risk and exposure of RBS through Invoice Finance and Factoring. Providing Monthly Bank Reconciliations focusing on paid directs, and usage of invoice finance facility. Involved training on numerous finance systems for SAP, Oracle, Sage and QuickBooks.

Responsibilities:

- Providing support to the Client Managers, analysing client financial information and reporting to Client Managers any underlying trends.
- Processing of prepayments to clients in accordance with approvals/procedures.
- Monitoring security of advances made and assessing collateral reports and cover. Managing month end charges made to clients.
- Working towards KPI's to ensure all reconciliations completed within 48 hours.

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- Managing designated supplier base, identifying and resolving issues whilst maintaining strong business trading relationships.
- Executing interim support processes during cutover periods.

October 2010 – January 2011 IRWELL VALLEY HOUSING ASSOCIATION - FINANCE ASSISTANT

This was a contract role as a purchase ledger ensuring all invoices followed an internal approval process, the processing of a weekly payment run and clearing a backlog of invoices. Provided a reconciliation for three major clients to stop duplication and processing of duplicate supplier payments.

Responsibilities:

- Weekly payment run, processing of payments for both BACS and cheque payment run.
- Processing of purchase orders and purchase Ledger, cash book payments. • Cheque processing and bank reconciliations.
- Motivating and driving the project managers to authorise all outstanding invoices for the purchase ledger team to assign correct nominal code to enable purchase ledger team to deliver against operational targets and ensure that business requirements were met and ensuring improved cash flow.
- Processing supplier invoices and reporting financial information in line with SLA's.

June 2008 to October 2010 – I worked for Experian and B2BData.com as a Sales Support Assistant and a Business Development Manager in direct marketing and marketing services. Working towards sales targets and delivering sales value of £150,000. Having worked in call centres throughout university, finance was my preferred focus but graduating in the recession I fell into business development roles whilst looking to secure a role in finance.

Education 2005 - May 2008 BA (Hons) Financial Services Manchester Metropolitan University

Modules included Marketing in Financial Services, Business Law, Financial Analysis and Regulation, Risk Management, Investment Management.

2023 – Advanced Situational Leadership

2022 – Advanced People Management Skills

2022 Advanced PowerBi

2021 – Authentic Leadership

2020 – Inspirational Leadership Essentials

2014-2017 – Icount Training – Chartered Institute of Management Accountants (CIMA)