

Personal Profile

An ambitious finalist accountant aiming to widen his skill set within the finance sector. A relentless work ethic and an eye for detail ensures that I am well equipped to deal with the ever-changing world of finance. Experience to date covers financial/management reporting, Statutory/Management Accounts, Process Improvements, Business Partnering and managing relationships with both offshore and outsource partners. A team player with a natural desire to continue a path of self-development whilst building relationships with finance and non-finance stakeholders.

Skills

- Working knowledge and full competence of Microsoft Packages including Excel
- Participated in IFRS training accreditation course
- Full competence in using the SAP, Navision and Concur systems
- Vital team member on the implementation of S/4HANA ERP, working overseas to ensure the project was delivered successfully for over 100 entities worldwide
- Ability to build strong relationships and effectively communicate financial information to Board level
- Track record of identifying knowledge gaps and taking the necessary upskill action to deliver beyond expectation
- Experience working within a Global team across multiple countries, exchange rates and time zones

Employment

Dentsu UK Limited **(Commercial Finance Analyst)**

June 2022 – Present

- Worked alongside the Commercial Finance Director to deliver timely and accurate management information to the business through analysis of service line performance to support decision-making
- Supported the Amplifi UK Media Commercial Finance function in delivery of accurate, substantiated, and compliant reporting across the entire Dentsu's UK Media Service Line
- Business partnering across commercial teams, ensuring client & media owner commercials are correctly represented within the wider agency
- Supported and developed the commercial revenue forecasting process for the media service line, including other commercial revenues (monthly, quarterly reforecasts and annual budget)
- Prepared monthly reporting for all media other revenue across the media SL
- Analysed results against budget/forecast/prior year including preparing commentary on income variances, trends, challenges, and discussing variances with stakeholders
- Ensured revenue reporting is compliant with IFRS 15 and client contract terms are met and maintained accurate reconciliations with supporting back-up
- Ensured auditable support is maintained for all revenue items. Working with the commercial, media buying, legal and operational teams to ensure activity is compliantly and accurately captured in a timely manner, Commercial governance
- Assisted with standardisation and improvement of the forecasting process, approval and actualisation process for all Media spend and revenue whilst ensuring efficiency is maintained
- Assisted with the preparation of Sr management/Global reporting & insights
- Provided analytical support focused around obtaining the optimal channel mix
- Audit support: assisted with client exit audit, BAU client audit, Media Owner audits and Year End/statutory sample collation
- Support the Commercial Finance Director in any revenue initiatives as well as collaborating with the wider Commercial Finance team to ensure media trading initiatives are captured correctly
- Provided detailed analysis to support decision making on Ad-Hoc project work

Key Achievements:

- Streamlined the commercial revenue forecasting process via various process improvement techniques which resulted in workload being reduced from 1 week to 2 hours

- Actualised historical costs which had not been completed for a lengthy period, allowed the team to build a base regarding forecasts and gave a clearer picture to the business

ISS Facilities Services UK

(Record to Report Accountant)

August 2019 – May 2022

- To provide first level support to Cognizant (India), in all aspects of their (RTR) activities
- Maintaining the relevant income and expenses for several business units and business partnering with non-finance managers in order to develop processes and the understanding of financial requirements
- Supporting in the preparation of monthly management Accounts for Waste division
- Analysing and investigating variances between the P&L and Forecast/Budget
- Supporting Financial Business Partners with data and helping them with making business and financial decisions
- Identified process improvement for Balance sheet analysis by advising team leader we should have a weekly tracker to monitor movement
- Liaised with continuous improvement manager to reduce the working hours of the vetting process by using Six Sigma
- Working closely with Financial Planning & Analyst team (FP&A) to help with providing senior management with a forecast of the company's Profit & Loss accounts and operating performance, also assist in budgeting for each business unit
- Monitor KPIs and provide direction where needed for each individual business unit
- Ensure Global Back Office are updated on all UK / Group changes and policies
- Root cause analysis of items where issues are found at the end of the process in PTP
- Working closely and assisting the Internal Audit Team with audit queries

Key Achievements:

- Provided detailed reporting which helped clear down £3.5 million of historic costs, whilst also implementing a new control process for balance sheet items
- Transitioned finance activities from outsource partner into a newly created Shared Service Centre (SSC) remotely, whilst partnering with the organisation's stakeholders to deliver multiple projects

Japan Tobacco International (JTI)

(General Ledger Associate)

May 2016 – July 2019

- Assisting internal and external stakeholders of the Business Service Centre with accounting queries and adhoc reporting requests
- Responsible for the delivery of a quality and timely period end closing in accordance with IFRS
- Perform Fixed Asset transactions such as asset master data creation, changes, impairments and deletions
- Responsible for performing many month end tasks such as Depreciation postings, GR/IR clearing and regrouping, VAT balances reclassification as well as Fixed Assets month end close
- Responsible for many quarterly cross charges such as non-deductibles for BV, the WBI cross charge and the SRA cross charge for JT
- Entrusted with the role of Global IDOC Administrator, this involves investigating and resolving failures within JTI's Intercompany invoice system
- Assisted the Corporate Accounting team with quarter-end reporting, preparing pages for the JT reporting pack
- Part of the Fixed Assets team which involved preparing reports to reconcile different components within the module

Key Achievements:

- Vital team member on the implementation of S/4HANA ERP, working overseas to ensure the project was delivered successfully for over 100 entities worldwide
- Successfully improved the VAT on company cars process which required directors in Geneva to submit their reports 2 days earlier than usual
- Successfully passed the interview for the corporate accounting fluidity assignment where I demonstrated skills and work ethic required for the role

Japan Tobacco International (JTI)

(Corporate Accounting Fluidity assignment)

January 2018 – December 2018

- Part of the Corporate Accounting team for quarter-end reporting, preparing pages for the JT reporting pack
- Prepared pages such as long term loans, bonds, provisions
- Involved in performing JSOX controls with no control failures noted
- Shortened the completion of a reporting page from 5 working days to 2 working days by identifying improvements
- Communicating with markets across the business
- Submitting reports to auditors
- Liaising with Corporate Accounting Director in Geneva
- Performing accurate and timely execution of data quality reports whilst supporting the Consolidation Manager

Groves Newsagents

(Part-time Book keeping assistant)

Jan 2016 – May 2016

- Prepared VAT returns.
- Assisting with bank reconciliations
- Assisting with the entries that are made in to the purchase day book and sales day book

The Royal Bank of Scotland

(Payments Officer)

July 2015 – May 2016

- Making payments to customers via cheque or into their account
- Investigating customer insolvency status
- Analysing financial records and data
- Confirming customer previous transactions
- Liaising with management to ensure the financial status of the customer
- Interacting with different departments to maintain efficiency
- Maintaining a sensitive and confidential nature at all times

Education

Icount

(CIMA- Part qualified)

2018 - Present

Modules studied:

- F2 – Advanced Financial Reporting
- P2 – Advanced Management Accounting
- E2 – Project and Relationship Management

University of Salford

2013 - 2015

BSc (hons) Accounting and Finance 2.1 degree achieved.

Turton Sixth Form College

2009 - 2011

A Levels achieved:

- Mathematics
- Business Studies
- Information communication technology (ICT)

Sharples School

2004 - 2009

10 A* – C GCSE grades achieved

Interests

- Avid football player and fan, participated in many friendly tournaments, captain of my team
- Manager of an open age football team, competing in the Manchester football league.
- Thai boxing, Jiu jitsu, fitness training and discipline development
- Socialising with family and friends

References

Available on request