
Personal Details

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Personal Statement

I am an accomplished professional in Accounting and Finance, holding an AAT Level 4 qualification with distinction and actively pursuing CIMA studies. Proficient in Excel and Sage 50, my career highlights include leadership as the Africa Projects and Finance Manager at Ummah Welfare Trust, overseeing multi-country teams and managing budgets exceeding £20 million.

In roles such as Projects Finance Officer, I contributed significantly to financial reporting, budget preparation, and managed international payments. Starting as a Purchase Ledger Clerk, I streamlined procurement processes and managed payments with meticulous attention to detail.

Eager to contribute my skills as a management accountant in a dynamic finance department within a growth-focused company. My AAT Level 4 diploma reflects my dedication, and I am committed to advancing my career through the CIMA qualification.

Key Skills

- **Advanced Excel Proficiency:** Including Lookups, Pivot Tables, and other features for reporting and analysis.
 - **Financial Management and Reporting:** Proven expertise in financial management, reporting, and analysis.
 - **Team Collaboration and Leadership:** Effective at working both independently and within team settings, with demonstrated leadership capabilities.
 - **Sage 50 Expertise:** Competent user of Sage 50.
 - **Time Management:** Skilled at working in a fast-paced environment, meeting strict deadlines, and effectively prioritizing tasks.
 - **Critical Thinking and Problem-Solving:** Demonstrates effective critical thinking abilities for complex financial issues.
 - **Financial Auditing:** Experienced in financial auditing and ensuring compliance.
 - **Budgeting and Planning:** Proficient in budgeting, planning, and financial analysis.
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Employment

December 2022 – Current
Africa Projects and Finance Manager
Ummah Welfare Trust

- **Team Leadership:** Led a team overseeing operations in 7 countries, managing 5 staff members directly.
- **Financial Management:** Developed annual and quarterly budgets exceeding £20 million, along with operational plans and KPIs.
- **Country Office Oversight:** Managed two country offices with over 40 staff members, maintaining direct accountability to trustees.
- **Financial Reporting:** Generated monthly management accounts for accurate and timely reporting.
- **Financial Auditing:** Supervised budget vs. actuals analysis, variance assessment, and project closure auditing.

- **Currency Management:** Monitored exchange rates, executed currency transfers, and negotiated with banks regarding currency sales.
- **Contract Negotiation:** Negotiated significant contracts with suppliers and resolved associated issues.
- **Talent Management:** Led recruitment, selection, onboarding, and professional development of staff.
- **Emergency Response and Relief:** Collaborated on emergency response strategies, designed and executed relief programs, and conducted comprehensive project evaluations.

August 2021 – November 2022

Projects Finance Officer – Africa Projects Region

Ummah Welfare Trust

- **Financial Reporting Support:** Assisted in reporting charitable expenditure exceeding £50 million monthly.
- **Budget Preparation:** Contributed to annual income and expenditure budgets for all regions.
- **International Payments Management:** Managed international payments across currencies and analyzed foreign exchange gains and losses.
- **Expenditure Record Keeping:** Maintained comprehensive charitable expenditure files.
- **Financial Analysis and Auditing:** Conducted financial analysis and closure auditing for Africa projects.
- **Payroll Oversight:** Ensured timely and accurate payroll disbursement for two country offices.

June 2021 – July 2021

Purchase Ledger Clerk

Ummah Welfare Trust

- **Ownership of Purchase Orders:** Managed the end-to-end Purchase Orders process.
- **Payment Processing:** Oversaw payments and processed employee expense claims.
- **Expenditure Reporting:** Produced comprehensive expenditure reports.
- **Floats and Petty Cash Management:** Managed floats and petty cash resources.
- **Data Input and Management:** Maintained accurate financial records.
- **Charity Shop Sales Reconciliation:** Oversaw reconciliation and reporting of charity shop sales.

September 2020 – May 2021

Accounts Assistant Trainee

HN Accountancy Ltd (UK)

- Invoice Processing and data analysis
- Statement Reconciliations and query resolution

Education

2023 November – Current

- CIMA Operational Level

2020 October – 2023 July (Self-Study)

- AAT Level 2, Foundation Certificate in Accounting, Grade 'Distinction'
- AAT Level 3, Diploma in Accounting, Grade 'Distinction'
- AAT Level 4, Diploma in Professional Accounting

2012 – 2020

- Masters in Islamic Studies and Arabic, Specialization in Islamic Jurisprudence

2009 – 2012

Abrar Academy, Preston

- 7 GCSEs A-C

References available upon request.