

JJ Carlos Pereira,

E-mail: carperjj21@gmail.com • T- 078 6949 6828
Ashton-Under-Lyne – Greater Manchester

Profile

I am a qualified professional with experience Certified by Global Institutions with an accredited advanced-level and master's level management accounting course. I have proven historical experience in leading cross-functional teams to achieve strategic financial objectives in various sectors for organizational growth and sustainability.

Skilled in financial analysis, budgeting, forecasting, and implementing robust internal controls in developing and implementing innovative financial solutions to mitigate risks and capitalize on emerging opportunities. Proficient in business balance sheet presentation and risk management reports, advanced sage accounts production (SAPA), CT600 corporate tax returns, self-assessment tax returns, CIS tax returns, budgeting, forecasting, management accounting and audit planning. Bilingual in English, Portuguese, and Spanish.

Technical Skills/Certification

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| <ul style="list-style-type: none">• Sage Certified• Self-Assessments• Evolution M• Software CIS Brightpay 21/22• Bookkeeping & Invoicing• Customer Accounts & Sales Ledger• Supplier Accounts & Purchase Ledger• Control Accounts & Journal Entry | <ul style="list-style-type: none">• Sage Payroll• Sage 50, 200, 300 Accounts• QuickBooks• Xero• Syrinx S4• Analysis & Reporting• IT 365 Skills Microsoft Excel | <ul style="list-style-type: none">• Communication skills• Time Management• Problem-solving• Excellent numerical Skill KPI's• Knowledge of SQL & Power BI• Final Accounts Preparation• Management Accounts• Payroll, Vat Returns & Taxation |
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Professional Experience

Weendon Box Suppliers Ltd. Estimate its turnover at £15.2 million with healthy growth in recent years. Greater Manchester.

➤ Assistant Financial Controller

Jan 2023 – 11 Jan 2024

Role Overview & Accomplishments

- ✓ Financial Statement
- ✓ Financial Analysis
- ✓ Ratio Analysis
- ✓ Planning, Budgeting and Forecasting
- ✓ Budgetary Control
- ✓ Control of transactions in foreign currencies Euro, Dollar and Yang and weekly exchange analysis
- ✓ Creating Raw Material
- ✓ Creating Finished products
- ✓ Bill of Materials Finished Gools
- ✓ Inventory movement within an organization
- ✓ Product cost and price
- ✓ Buying Trends
- ✓ Allocation of invoices (Sales, Purchases, and overheads to project)
- ✓ Bank Reconciliation monthly for the EMEA
- ✓ P&L + BS Variances
- ✓ Trial Balances
- ✓ Pre-payments and Accruals
- ✓ Excel Skill (including Vlookups and pivot tables)
- ✓ Prepare information for and assist in the completion of the annual external audit.

➤ **Assistant Financial Controller**

May 2022 – Jan 2023

Role Overview & Accomplishments

- ✓ Daily input of supplier's invoices, matching orders/PO's/coding and good received notes
- ✓ Processing Foreign currency invoices
- ✓ Processing up to 300 sales and purchase invoices using Sage 50, QuickBooks, and Xero
- ✓ Monthly BACS Payment runs Reconciliations.
- ✓ Deal With all queries with supplier's
- ✓ Balance all supplier's statements on monthly basis
- ✓ Investigate differences and contact the supplier for copies invoices/credits.
- ✓ Raise and input of customers' invoices!
- ✓ Monthly Receipt reconciliations
- ✓ Deal with all queries with customers
- ✓ Balance customers statements on monthly basis
- ✓ Liaise with customers monthly.
- ✓ Amend and maintain existing accounts and maintain the filing system, both AP & AR
- ✓ Check and proactively answer emails received in various finance inboxes!
- ✓ Check for post received daily and processing as required and resolving issues and queries!
- ✓ Assisting with overseeing and monitoring the company's spending
- ✓ Ensuring all payments are authorized, processed, and logged in the correct way.
- ✓ Ensuring all receipts are processed and logged in the correct way.
- ✓ Maintain a clear record of transactions!
- ✓ Oversee coding invoices and producing supplier payments.
- ✓ Collaborating closely with suppliers to get the best possible rates.
- ✓ Support the accounts department as and when required.
- ✓ Undertake other duties commensurate with the level of this position.
- ✓ Comply with company policies & procedures.
- ✓ Creditors ledgers reconciliations / coding and posting company credit card spend.
- ✓ Point of contact for all incoming internal & external queries (post, email, and telephone)
- ✓ Sales Ledger reconciliations and credit control
- ✓ Cash control reconciliations, credit card analysis, payment runs and online banking.
- ✓ Dealing with accounts queries
- ✓ Accounting for accruals and prepayments
- ✓ Ensure all costs are accurately coded to the correct funds and headings.

KBM Chartered Certified Accountants and Registered Auditors, Independent ACCA Gold Approved Practice accountancy firm, with customer turnover ranging from £200.000 to £20 million per annum. London, W3 0TJ.

➤ **Senior Financial Accountant,**

Mach 2019 – May 2022

Role Overview & Accomplishments

- ✓ Perform monthly cost reviews, ensuring that costs are correctly accounted.
- ✓ Perform monthly balance sheet reconciliations for review.
- ✓ Update the fixed asset register with monthly capital expenditure additions and post depreciation.
- ✓ Complete bank reconciliations monthly.
- ✓ Update and preparation of the cash flow forecast
- ✓ Prepare information for and assist in the completion of the annual external audit.
- ✓ Assist with ad-hoc requests from the wider finance team.
- ✓ Responsibility for delivering accurate Full P&L.
- ✓ Preparing financial dashboards using Lookups and Pivot Tables, Advanced Excel 365
- ✓ Monthly journal Accruals, Prepayments
- ✓ Preparing budgets and Forecasting company performance analysis
- ✓ Manage the subcontractor analysis report monthly and based on subcontractors.
- ✓ Budget Review and Budget control
- ✓ Final Accounts Year Process
- ✓ Final Period and End of Financial Year Report

Petro Africa International, LTD. based in the United Kingdom, London. Specializing in training, consultancy, labour, engineering services and the procurement and supply of specialist materials and equipment to support oil and gas exploration and production, with turnover from supplying clients in the African, and European markets American in sales of £1,258,116.00 annually.

➤ **Head of Finance,**

2016 – December 2020

Role Overview & Accomplishments

- ✓ Control of transactions in foreign currencies Euro, Dollar and Yang and weekly exchange analysis
- ✓ Creating Raw Material
- ✓ Creating Finished products
- ✓ Bill of Materials Finished Goods
- ✓ Inventory movement within an organization
- ✓ Product cost and price
- ✓ Bank Reconciliation monthly for the EMEA
- ✓ P&L + BS Variances
- ✓ Trial Balances
- ✓ Pre-payments and Accruals
- ✓ Monthly journal Accruals, Prepayments
- ✓ Cash flow reporting
- ✓ Internal reporting
- ✓ Tax
- ✓ Cash Book and Banking Statement
- ✓ Update the fixed asset register with monthly capital expenditure additions and post depreciation.
- ✓ Bank reconciliations monthly.
- ✓ Responsibility for delivering an accurate Full P&L Production and balance sheet.
- ✓ Preparation of month end journals for cost accruals and prepayments, and revenue and cost of sales adjustments.
- ✓ Manage the subcontractor analysis report monthly and based on subcontractors.
- ✓ Budget Review and Budget control
- ✓ Preparing financial dashboards using Lookups and Pivot Tables, Advanced Excel 365
- ✓ Assist with ad-hoc requests from the wider finance team.
- ✓ Managing and influencing multiple Stakeholders
- ✓ Final Accounts Year Process
- ✓ Final Period and End of Financial Year Report
- ✓ Prepare information for and assist in the completion of the annual external audit.
- ✓ Strategic Management Decision

Additional experience as Accountant Treasury Management at Halliday's |Xeinadin Group Ltd, Consultancy Accountant and Audit based in Greater London. Head of Finance, Mining & Exploration Company London.

Education & Professional Development

Professional Qualification – CIMA, Chartered Institute of Management Accountants, 2020
Certified Membership, IFA - Institute of Financial Accountants 2021, AAT Level 4 Accountant Certified
Master of Business Administration (Leadership & Enterprise), The University of Sydney, Australia, 2016
Degree in (BSc/Hons) Accounting and Finance, Jean Piaget University of Lisbon, Portugal, 2014

Skill Updates

Financial Controller Training Certified, The Institute of Financial Accountants, 2022 - 2023
Practical Training of Management Accountant Certified, The Institute of Financial Accountants, 2023
KBM Chartered Certified Accountants and Registered Auditors - SQL & Power BI, 2023
KBM Chartered Certified Accountants and Registered Auditors - 365 Skills Microsoft Excel, 2022
Practical Q4 – Financial Analysing & Reporting Training Certified, The Institute of Financial Accountants, 2022
Practical Financial Accounting Training Certified, The Institute of Financial Accountants, 2022
Practical Accounting Training Certified, ACCA, 2021
Certified Global Business Analyst (CGBA): Data Analysis, Finance Analysis, Management Accounting, Strategic Management, Strategic Marketing, & Supply Chain, 2023.

Hobbies

Reading and investigation, Travel, Gym.
Full driving license - I have my own car.