

Jane Lambert

Head of Finance and Business Intelligence

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Willing to relocate to: Manchester - -

Work Experience

Head of Finance and Business Intelligence

We Buy Any House - Manchester

September 2020 to Present

FINANCE : Managing all finance functions -

Managing and overseeing all the finance and administration aspects as the role progress. Including Purchase Ledger, Sales Ledger, Credit Control, VAT, Payroll, Expenses, Bank reconciliations, Company Recharges, Journals Prepayments, Accruals, Depreciation, Management of FAR.

- Manage all Finance Functions Day to Day Input, Weekly Cashflow, Forecasting, Budgeting for Department, Trend Analysis, VAT, Management Accounting, Year End Processing, Monthly Payroll for all companies, Staff Tax advice, Intercompany Transacting.
- Responsible for the business Data Analyst, who reports into Finance manager. Oversees their projects, tasks, reviews KPI's, businesss intelligence through Power BI and upkeep/cleansing of records
- Complete bank reconciliation & day to day book-keeping (via online system sage 500)
- All aspects of reconciliation of accounts (bank and ledger),answering queries, resolutions
- Sales Ledger Gross Up for Completions
- Implement all financial controls and operational processes across all property businesses and provide regular staff training on financial best practices
- Liaise with suppliers, calculate and compare costs for required goods or services achieve cost savings, including office supplies and stock purchase decisions, approval of all Purchase Orders and monitoring of each
- Preparation of data for external accountants for year-end, trial balance, P&L, Balance Sheet Prep work.
- Submitting monthly pension schedules and health insurance amendments
- Regular forecasting and budget ownership across the business. Daily Cash Headlines and Weekly Cashflow Review with a high-quality cash analysis reporting to Directorship
- Payroll preparation and submission for all employee, national insurance and pensions review, query resolution.
- Commission calculations for all sales departments, monthly and payroll inclusion
- TB, Balance Sheet, P & L review with directorship monthly, to ensure accuracy of postings
- Provide ad-hoc management information when required and report analysis to management team regulary. Work alongside data analyst to produce reflective reporting.
- OTE Monthly Calculations
- Quarterly Vat submissions
- Liaising with Bank, Insurance and External accountants
- Preparation and ongoing monitoring of the annual budget, monthly management accounts; with relevant recommendations

SALES PROGRESSION - HEAD OF CONVEYANCING (STAND IN FOR MATERNITY ROLE)

- Manage Team of 4 through monthly completions
- Ensure fee earning work is undertaken in accordance with the Firm's quality and risk management procedures and in accordance with external regulations.
- Ensure proper progress of work in relation to work in progress, billing and cash collection.
- Provide supervision and mentoring to junior and qualified sales progressors
- Conduct regular appraisals with unqualified and qualified sales progressors
- Conduct file reviews for each of the sales progressors in the team, bi-weekly
- Attend practice review meetings and ensure identified actions are followed through
- Be effective in developing new work and assist and support on practice specific business development opportunities.
- Be the point of contact for complaint handling and escalation of disputes
- Support the business with risk, governance, and compliance issues to ensure risk controls remain effective and comply with GDPR and TPO/PRS.
- Support the team with people management issues as and when needed.
- Liaising with Directorship and finance functions to ensure cash/billing targets and stock review reports are carried out in a timely manner.

Accounts Manager

Crossfield Construction Ltd - Liverpool

November 2017 to July 2020

As not only Accounts Manager but Company Secretary and board member - part of the management team at Crossfield Group, I work for a number of companies under the one group structure. The companies are split into divisions - Crossfield Construction which is primarily a building company, Crossfield Living which is mainly the company used for building of housing and Crossfield Developments - as company which has several SPV companies built all used for individual site builds and projects. I handle all intercompany transactions for each business. As well as setting up, overseeing, and maintain the daily management of all of the companies and the staff who work in the finance department for each, I have a number of responsibilities to maintain the group. Maintain a documented system of accounting policies and procedures and relay to all staff within accounting positions for each company. Manage all outsourced functions, Oversee the operations of the finance department, including the design of an organisational structure adequate for achieving the department's goals and objectives Use SAGE Line 50 and COINS to implement all finance functions Generate monthly management accounts per company, year end filing per company, and quarterly VAT returns. Liaise via email and face to face with HMRC VAT/CIS/Tax inspectors to work through any company queries. Main point of contact. Involvement in day to day tasks, all bank and account reconciliation, identification of unknown transactions including suspense account reconciliation. Final sign off for BACS transfers.

Funds Management

Forecast cash flow positions weekly reviews, related borrowing needs, and available funds for investment Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements Maintain banking relationships Assist in determining each company's proper capital structure Arrange for financing where necessary to source funding for build contracts within the development companies Invest funds Recommend appropriate dividend issuances, based on historical dividend patterns and expected cash flows

Budgeting

Manage the preparation of the company's budget Report to management on variances from the established budget, and the reasons for those variances (monthly) Assist management in the formulation of its overall strategic direction

Financial Analysis

Engage in ongoing cost reduction analyses in all areas of the company - per scheme and overhead analysis Started to review the performance of competitors and report on key issues to management Interpret the company's financial results to management and recommend improvement activities - done in weekly management reviews and an overview at board report monthly Review company bottlenecks and recommend changes to improve the overall level of company throughput Participate in target costing activities to create products that meeting predetermined price goals Manage the capital budgeting process, based on constraint analysis and discounted cash flow analysis Create additional analyses and reports as requested by management Payroll Generate Payroll monthly for all cards in staff - including expenses, SSP, Loan calculations, new starters and leavers P11D calculations and reporting CIS Subcontractor verification process and CIS Return filing on all companies RTI monthly payroll filing

Accounts Ledger Supervisor

Nerudia | Nicotine Megafactory - Liverpool

September 2015 to November 2017

Reform and execute operations and processes. Ensure accuracy in daily invoices and meet time scales for payment of all supplier invoices

Serve as contact for resolving complicated billing systems and reconciling detailed supplier accounts

Build solid relationships across all units at various accounting levels

Ascertain the accuracy of accounts payable standard files and the accounts payable integrations to the general records using both XERO and NAVision.

Participate in creation and interpretation of enhanced finance related methods to ensure consistency with accounts payable .Organise innumerable month-end annual closings and execute special analysis tasks and other financial related obligations with the assistance of the organisation's financial network

Prepare and give advice on operations, departments and staff budgets

Oversee expenditure for compliance with budgets and give recommendations on discrepancies as often as necessary

Create an efficient network for working out and distributing payments promptly

Have one to one meetings with accounts payable staff and appraisals bi-yearly, reviewing behaviour and monitoring work management

Reconcile Credit Card and expense spends and ensure authorisation granted

Ensure invoices are precisely administered by the team

Generate twice weekly BACS payment runs for suppliers invoices, company employee expenses and subcontractor invoices

Identify and implement where necessary, improvements for processes

Organise account payments and working together with other units, taking into account all transactions within other areas of the company

Accomplishments

During my time at Nerudia Ltd, I feel I made huge headway in motivating and developing the Accounts payable team. I introduced conducting performance management meeting with the individuals and also included interim appraisals.

I took measures and generated new excel spreadsheets to ensure all supplier deadlines are met and reporting to the GFC is accurate.

When I was brought into the role, the accounts payable ledger was 150+ days on a wide range of accounts. I managed to reconcile each account individually and clear all accounts to payment term basis. I managed to assist all staff where necessary with problem solving in order to maintain the smooth running of the section. I introduced a direct email address for all invoices to drop into and they are entered on the day of receipt (stock booking allowing) without exceptions

Nerudia were only keeping hardcopy invoices when I started, I have now implemented a Zeta.docs system and all supplier invoices are can scanned to the correct environment on the AP system ready for authorisation. I introduced bank recs to be done on a daily basis helping to speed up the month end process

Liaising with Quality Assurance to sign off new AP suppliers so once QA have approved only being wntered by myself onto the AP system, so we have a running log of all suppliers.

Above all, I feel I have provided overall high quality support to the business during my time here.

Office Manager

JC Construction - Liverpool

May 2013 to September 2015

Maintained office services by organising office operations and procedures; controlling correspondence; Designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions; Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.

Used and controlled a range of office software, including SAGE Line 50, Orchard, EPIX, OUTLOOK Email, Microsoft spreadsheets and internal/external databases;

Manages full company PAYROLL; Sage Payroll – checking and recording all staff (150 + hours), inc tax deductions. New Starters/Leavers/SS/SMP and overtime. Issuing tax forms (such as P45's)

Purchase Ledger & Nominal Ledger duties – entering supplier invoices, credit notes. Creating all PO's. Payment of all suppliers – producing and authorising monthly BACS Runs/Cheque Runs; Subcontractor Duties – Entering invoices / producing payment runs for invoicing / keeping insurance details and company information up to date; Filing of CIS Tax Suffered and Paid // Full Quarterly VAT Return;

Responsibility with access to Online Banking system and Credit control duties; Maintains a steady cash-flow system, recording daily transactions and comparing to budgeted figures. Also ensures all records and JC Construction documentation – Hard copy and online circa is accurate and filed in line with government standards.

Staff recruitment (including training and induction) and appraisals, managing performance and disciplining staff; Delegating work to staff and managing their workload and output; Ensures adequate staff levels to cover for absences and peaks in workload; Promotes staff development and organises/ records all staff training; Implements and promotes equality and diversity through company policy; Developed and implemented new administrative systems, such as record management, staff holidays/sickness reporting;

Escalated problematic tenant calls/enquires and records/handles all customer complaints; Recorded office expenditure; Organised and chairs meetings with all office and senior staff; Attended conferences and training;

Advanced report writing for senior management and delivers accounting monthly presentations; Achieved financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions;

Updated health and safety and environmental and waste distribution policies; Arranged regular PAT testing; Contributed to team effort by accomplishing related results as required.

Accounts Ledger Supervisor

Industrial Purification Systems Ltd - Liverpool
January 2007 to April 2013

IPS's Management team, involved in investing. Solely completed Management Accounts to a high standard for IPS Ltd, and Clear Water Recovery Ltd. Recon of both Balance Sheet and Profit and Loss accounts.

Sales experience for company, quotations, direct liaising with clientel; daily face to face, via telephone, email. Presented a widespread accounting service for both directors, customers, Investors. Produced monthly overview for directors including financial ratios - E.g. : Return on net assets/Profit Margin's/Debtors & Creditors performance, by interpreting analysis reports.

Daily use of Microsoft Word/Excel/Outlook & full knowledge of accounting package Sage Line 50. Created workable reports for all staff to use- Created IPS Cash-flow system from scratch.

Created & modifies accruals; for stock and overheads // Creates and records necessary journals.

Prepayments // Calculated all provisions for bad debts // Processed all expense claims.

Upkeep of FAR with the ability to depreciate/dispose accordingly.

Purchase Ledger & Nominal Ledger duties – entering supplier invoices, credit notes. Entering all purchase orders. Paying all suppliers - producing and authorising monthly BACS Runs/Cheque Runs.

Sales Ledger Duties : Raising all IPS Sales Invoices and apportioning appropriate costing, processing of sales orders, distribution of statements, and constructing weekly sales report for directors.

Responsibility with access to Online Banking system and Credit control duties.

Responsible for all bank recon, posting of petty cash and foreign bank accounts.

Ensures IPS quality system is maintained in line with ISO 2001, and recognise when a process made need adjusting. Liaising with auditors and answering queries they may have.

Assists in preparation of end of year filing & has dealings with Companies house.

Complete knowledge of stock allocation & undertakes yearly stock take.

Ensures correct management of VAT and files all quarterly online VAT Returns. Generated Annual & monthly forecast budgets. // HR duties. Main point of contact at head office, ensuring that all enquiries are answered immediately. Provided administrative care for both directors - takes minutes during meetings/co-ordinates both diaries/sets up meetings/arranges transport and itineraries for business trips. Maintained a steady cash-flow system, recording all daily transactions and comparing to budgeted figures. Also ensures all records and IPS documentation - Hard copy and online circa is accurate and filed in line with government standards. Marketing & Advertising duties.

Tax Credits Government Department Contact Centre Advisor

HMRC - Liverpool
May 2007 to July 2008

Answer calls regarding tax credit claims UK based, Follow rules & regulations, Administration, Liaise with Tax Depts, Use photocopier/fax machine, Maintain complex systems, Send formal Letters of agreement, Uphold assessment levels

Silver Service Waitress

Liverpool & Everton Football Club
July 2006 to May 2007

Silver service skills, working in the private boxes & players lounge, Stock replenishment, Serving of meals/drinks/ alcohol, Demonstrate immaculate state of presentation, Cash handling, Maintain professionalism

Education

NVQ in AAT LEVEL 4 TECHNICIAN (MAAT)

Knowsley Community College
September 2007 to December 2010

Diploma of Higher Education in 15 A-C GCSE June 2015

Childwall Sports College
September 2000 to May 2006

Skills

- Microsoft Office (10+ years)
- Sage Line 50 (10+ years)
- NAVision (2 years)
- Data Entry
- Account Management (10+ years)
- MS Office
- Office Management (2 years)
- Financial Management (6 years)
- Xero (2 years)
- Inventory Management
- Accounting (10+ years)
- Bookkeeping (10+ years)
- Budget Management (8 years)
- Financial Reporting (10+ years)
- Business Administration (10+ years)
- Profit & loss
- Financial management
- Financial analysis
- Mentoring
- Microsoft Excel
- Presentation skills
- Organisational skills
- Accounting
- Customer service
- Microsoft Outlook
- Microsoft Dynamics Navision
- Sage
- Payroll
- Account reconciliation

- Banking
- Xero
- Quality assurance
- Business analysis
- Administrative experience
- Accounts payable
- Tax experience
- Power BI
- Human resources
- SAP (1 year)
- Supply chain (3 years)

Certifications and Licenses

First Aid at Work

May 2014 to May 2018

Additional Information

Key Skills.

- Computer literate: Windows Programs- Microsoft Word/Excel/Office, Accountancy Programs- SAGE (Line 100 & 50), Tax programs- CMA/NTC/SEES.
- COINS / Oracle and Easybuild Experience
- Microsoft Excel Power Queries
- Microsoft cloud bases systems
- Power BI basics
- Able to lead in a concise but friendly manner,
- Can work well alone & as a team member,
- Confident,
- Professional in appearance and presentation,
- Can produce elaborate, comprehensible reports,
- Able to Prioritise and organise my own workload in order to meet deadlines,
- Excellent organisational and co-ordinating skills,
- Determined,
- Experienced in handling customers complaints,
- Well Presented,
- Accurate record keeper,
- Enthusiastic & a keen learner,
- Polite, courteous and trustworthy.