

# Andrew Dodd

## Finance Manager

- ⌚ Manchester, United Kingdom
- 📞 +447305356141
- ✉️ andrew.dodd2210@btinternet.com

## SUMMARY

I am a highly motivated, committed, ambitious and enthusiastic management accountant, AAT qualified and CIMA part-qualified to advanced diploma level (Intermediate). I am proud to have over 27 year's business experience working in the Finance Department for Cheshire Datasystems Ltd. (CDL) in various monetary roles. My main strengths are analytical and numerical skills and I enjoy number crunching. I also enjoy training others and offer my assistance whenever someone is stuck with a situation. I am continuously looking outside the box in what was a very challenging role. Flexible and adaptable with proven problem solving and team leadership skills as well as honesty and discretion.

## WORK EXPERIENCE

September 2020-Current

### Finance Manager

- 🏢 JT Griffiths Limited
- ⌚ United Kingdom

\*Introducing a Monthly Management Information pack into the company - Profit and Loss, Balance Sheet, Cash Flow Forecast, KPI's, Notes to significant income and expenses during the month, notes to capital expenditure.

\*Producing sales invoices from sales orders. The company were using the post to send out their sales invoices, introduced an emailing system for sending these to the clients.

\*With the debtors being in a position that has needed a lot of investigation work ie Invoices / Credit Notes showing on the client account back to early 2018, I have had to do a lot of detective work to find out about the balances showing on each individual account. In many cases I have asked the client for an audit trial from their purchase ledger and compared against the sales ledger of J T Griffiths where many allocation issues have needed to be rectified.

\*Chasing Debtors on a monthly basis, phoning the client, providing statements and copy invoices and credit notes if required, monthly debtor review with the FD.

\*An exercise of reconciling a supplier account with the audit trail held by the creditor, the information went back to early 2018, the first task I was asked to complete.

\*Posting £ to the sales and purchase ledger, informing the FD of a list and dates for when creditor's needed payment.

\*The company use a factoring bank and therefore I do the monthly reconciliation between the JT Griffith's sales ledger and the factoring companies bank statement.

\*A review of the companies main supplier prices against product prices held on Sage and working out margins at different rates to decide if sales prices need reviewing.

\*Help with the audit file for the external Accountants.

April 2020-September 2020

### Accountant Services

- 🏢 My Call Team Limited

📍 United Kingdom

- \*A frequent talk with the MD over issues that my assistance was required - Eg furlough claims, bounce back loan etc.
- \*Payroll processing, RTI submissions, company pension, PAY
- \*Issuing Sales Invoices
- \*Bank Reconciliations
- \*Year End work

March 2019-December 2019

### **Financial Controller / Management Accountant**

🏢 AMETROS Facilities Management Limited  
📍 United Kingdom

Inspired Projects (Two separate entities) - March 2019 to December 2019

- \*Bank reconciliations
  - \*Cash Position spreadsheet
  - \*ABN Amro - Reconciliations, downloading £, uploading invoices / credit notes
  - \*Reconciling Purchase Control
  - \*Posting of supplier invoices, paying suppliers
  - \*Creation of sales invoices / credit notes
  - \*Posting £ from clients to the sales ledger
  - \*Chasing debtors to which I was told the debtor position was the best it had been for year's
  - \*Credit Limits with QBE
  - \*Inspired Projects / AFM payroll - Weekly payroll for 18 employees, running compliance reports and filing RTI submissions, paying HMRC PAYE and reconciling between payroll control accounts and HMRC information, looking after pension control accounts and electronically paying the company pension provider. Pension auto enrolment etc. Performed a Year End for the payroll 2018/2019.
  - \*Year End Work - Data cleansing and ensuring information in the companies' nominal ledger was fit for the external accountants to do a company audit.
  - \*Quarterly VAT return
- (2)
- \*CIS Purchases and Sales Invoices
  - \*Inspired Projects VAT, ensuring VAT invoices were received, claiming VAT on one of the director's business mileage.
  - \*Getting rid of the Non-Liability charge on monthly Allstar invoices
  - \*Student Shed spreadsheet
  - \*Spotting a fraudulent email in the name of one of the directors and not paying 16,000 Euro's as it requested.
  - \*Inter Company reconciliation

October 2018-January 2019

### **Finance Manager**

🏢 Mockridge Labels and Nameplates Limited  
📍 United Kingdom

- \*To introduce Financial Controls into the accounts department
- \*To help with the daily functions
- \*To be trained to take over the existing 76-year-old Accountant for him to retire

December 2017-October 2018

### **Finance Manager R & E Bamford**

\*Company have not had an internal person to deliver the duties of a Finance department and due to this I have been employed to introduce controls and procedures into the organisation.

\*Monthly Management Accounts, Monthly Finance review meeting, Cash Flow forecast, Company Budget, Stock control and a pricing template are all tasks I worked on.

\*Measuring, analysing, interpreting and reporting cost information.

\*Determine the cost of production and per unit cost of product using appropriate absorption rates, Direct Labour / per hour, Machinery per machine hour, Rent, rates etc by floor area.

\*Profit Margins

\*Direct cost / Indirect costs apportionment to products

\*Reviewing how stock values were calculated.

\*Marginal Costing

\*Payroll - Weekly and Monthly - This was for 28 weekly employees and 25 employees were paid on a monthly basis. Running the payroll, HMRC compliance, P60's and a payroll year end, paying HMRC on time and filing RTI submissions to agree to their deadline dates.

\*I prepared a Year end file for the external accountants, producing information that supported the values held within the company balance sheet at year end, (fixed assets, bank balances, stock, debtor, creditor, payroll information, finance leases, capital and reserves), resulting in the compilation of the company statutory accounts. A year end set of Management Accounts and notes highlighting key variances that had been expenses during the financial year. On the day I left the company one of the partners emailed myself, saying I had done a fantastic job with this task and the accounts were put together by the accountants in a very easy fashion utilising the year end file I had prepared.

\*Year end stock valuation included myself and the warehouse manager working together to identify stock at year end which was valued to calculate the stockholding in £'s.

February 1990-June 2017

### **Senior Management Accountant**

 Cheshire Data Systems Limited

 United Kingdom

January 2011 to 28 June 2017, United Kingdom

\*One of my main functions of this role was to report directly to the Financial Controller, reporting financial information on a periodic basis and to assist whenever I was asked for my advice and experience.

\*For the first 10 working days in the month I produced Management accounts for the Board of Directors with the assistance of an Assistant Accountant. CDL Group Holdings Limited Management Accounts (which includes 8 subsidiaries companies), a forecasted turnover of £40m for the current financial year ended September 2017.

\*This generated a set of management accounts for one of the subsidiaries, CDL Vis.

\*Included in the process for the above process was Income Analysis, Cost Analysis, Accruals, prepayments, sales provisions, creditor provisions, Work in progress, Income recognition, inter-company and analysis of the company group balance sheet.

\*Notes to the monthly Management Accounts.

\*Fixed Asset review

\*Forecasting and Budgeting.

\*Monthly cost centre reports for the Budget holders and periodic meetings to discuss results, future spending and any opportunities for cost cutting.

\*I was the system administrator for Opera and responsible for all ledgers which included Month End and Year End procedures and on a frequent basis update data structures.

(3)

\*I can effectively manage my own tasks and performance using my own initiative at the same time using strong team orientation & actively contribute to team & department goals.

\*I have worked on updating business processes within the Finance Department and been heavily involved with the company auditors with the year end to end business process.

\*In the absence of the Financial Controller I have had some managing staff experience.

\*I also was responsible for the company P11D's and PSA.

\*Government National Statistic form completion.

\*Work In Progress valuation

\*CIS

One of the most enjoyable things I have done in my role above was to train employees on all aspects of a Finance office; from day to day activities to showing the way the CDL Group Management

January 1993-December 2010

#### **Management Accountant**

█ Cheshire Data Systems Limited

⌚ United Kingdom

\*My role being very similar to Senior Management Accountant

\*Included the running of a payroll system for up to 250 employees to October 2008.

One of the most interesting tasks I was involved with was the change of XRL that was applied to the company Management Accounts, Nominal analysis and year end reports.

February 1990-December 1992

#### **Accounts Assistant**

█ Cheshire Data Systems Limited

⌚ United Kingdom

\*Day to day running off the Sales, Purchase and Nominal Ledgers

\*Petty Cash analysis and reconciliation

\*Supplier statement reconciliation

\*Overview of debtors for credit control

\*Control account reconciliation, bank, debtors control, creditors control, PAYE, NI etc.

\*Employee expenses, posting, reviewing and payment on a fortnightly basis.

## EDUCATION

-Current

### NVQ

- ❖ Chartered Institute of Management Accountants
- ❖ United Kingdom

\*CIMA - Chartered Institute of Management Accountants - Part Qualified / QBE

\*AAT - Association of Accounting Technicians - NVQ Level's 2, 3 and 4

- Level's 2, 3 and 4

-Current

### HNC in Business Studies and O Levels

\*Sage 50 CPD Certificate - NVQ Level 2 - Distinction Pass

\*HNC in Business Studies and O Levels

- Business Studies

## SKILLS



## **CERTIFICATIONS**

Sage 50 CPD Certificate

## **LANGUAGES**

English - Intermediate