

## Financial Management

**Analytical and results-driven professional with comprehensive experience in leading core financial functions to strengthen financial control and accomplish corporate success.**

Credible success rolling out internal accounting controls, enhancing bottom line performance, as well as developing and implementing new processes and procedures. Known for ensuring financial stability and integrity, maximising profitability, and well-versed in monitoring expenses; preparing and adjusting monthly journal entries; and reconciling general ledger balance sheet accounts. Adept at improving working capital/cashflow and overseeing accruals and prepayments for month end. Skilled in preparing detailed reports, enabling strategic decision-making and fostering organisational growth.

- Strong leader recognised for building, leading, motivating, and training teams to achieve targeted milestone across complex and evolving environments.
- Known for cultivating and maintaining relationships with key stakeholders to achieve long-term, mutual benefits.

## Areas of Expertise

- Balance Sheet Reconciliation
- Internal Control Management
- Documentation & Reporting
- Cross-functional Collaboration
- General Ledger Posting
- Budgeting & Forecasting
- Cash Flow Optimisation
- Fixed Assets
- Account Receivable & Payables
- Team Leadership & Supervision
- Financial Guidance & Support

## Career Experience

**Reliant, Blackpool, Lancashire**  
**Finance Manager (Sept 2023 – Present)**

Led the implementation of Sales subledger in Sage Accounts 50.  
Daily upload and reconciliation of sales invoices into Sage sales subledger from NCompass sales and stock system.  
Implemented reconciliation processes of customer payments.  
Detailed review of Amazon customer refunds in NCompass, identified discrepancies and implemented process to ensure accuracy of sales refunds and stock.  
Assist with cash applications.

**Andrew Peller Ltd, Ontario, Canada (Winery)** **2008 – 2023**  
**Accounts Receivable Supervisor, Shared Services (2018 – 2023)**

Managed workloads by hiring and coaching team members, in conjunction with conducting performance development reviews. Increased operational efficiency through the review and development of robust processes and controls. Delivered accounting support for National Customer Contact Centre. Ensured timely and precise financial records by daily credit card payment reconciliations. Maximised financial accuracy and compliance via meticulous reconciliation, review, and approval of balance sheet reconciliations and journal entries. Tested and assessed system performance by communicating with I.T. and project manager. Oversaw monthly close of AR subledger, enhancing financial efficiency. Carried out AFDA analysis for management. Optimised cash flow for AR team by generating comprehensive weekly and monthly aging reports.

- Determined incremental rent expense accrual via sales forecasting of co-located store revenue.
- Ensured effective financial reporting by reconciling accounts receivable to the general ledger.
- Optimised financial processes by directing and empowering team of six accounts receivable professionals.
- Improved daily AR interface by implementing proactive troubleshooting and issue resolution strategies.
- Maintained adherence to credit policy by co-operating with sales, order management, and master data teams.
- Enhanced financial accountability through implementation of accounting controls in relevant domains.
- Drove seamless integration of customer statements into Cloud ERP system through collaboration with Deloitte's IT support team.

## **Financial Accountant Capital Assets (2015 – 2018)**

Enabled accurate financial documentation by recording fixed asset invoice additions and cost adjustments. Identified areas for improvement by reviewing and comparing capital expenditures against budget. Maintained up-to-date listing of fully depreciated assets by completing and tracking asset retirements. Ensured accuracy of barrel depreciation standards, optimising asset management. Prepared and presented comprehensive capital asset reports on monthly and quarterly basis for operations and board review. Supported cost management initiatives by calculating monthly utility accruals for head office and manufacturing sites across Canada.

- Improved overall financial visibility by tracking and reconciling gains and losses on asset disposals.
- Facilitated accurate financial reporting by conducting quarterly reconciliation of all additions by asset class.
- Ensured data integrity by preparing and reconciling tangible/intangible continuity schedules to the general ledger.
- Contributed to strategic financial planning by supporting preparation of the annual capital budget process as well as implementing and maintaining monthly depreciation estimate.
- Detailed review of input tax on supplier invoices to ensure accuracy of data flowing to tax returns and reporting.

## **Financial Accountant – Retail (2011 – 2015)**

Orchestrated and organised inventory counts for 106 store locations. Supported management, store managers, and retail co-ordinators by providing expert accounting assistance and guidance. Performed store location audits to assess adherence to procedures and internal controls, enhancing operational efficiency.

- Utilised effective journal entries to complete retail entries, including sales, cost of sales, cash, and inventory variances, as well as promotional expenses and write offs.
- Crafted reports for management to communicate the results of store audits.
- Calculated monthly utility accruals for head office and manufacturing sites across Canada.
- Mitigated discrepancies by reconciling prepaid, accrual, and intercompany GL accounts.

## **Additional Experience**

**Financial Accountant Import Agency (1 year maternity leave cover) | Andrew Peller Ltd**

**Staff Accountant Accounts Receivable – Liquor Boards | Andrew Peller Ltd**

**Component Inventory Accountant | Andrew Peller Ltd**

**Rebate Accounting Program Co-ordinator | Wolseley Canada**

**Accounts Payable Associate | Wolseley Canada**

**Accounts Payable Associate | Kyocera Mita Canada**

**Financial Services Office Manager | Guild Community Healthcare NHS Trust, Preston, Lancashire**

## **Education**

**Fundamentals in Business | The Credit Institute of Canada Level 1**

**Association of Accounting Technicians Level 2 (UK) | Preston College, Lancashire**

**BTEC National Diploma in Business and Finance | Preston College, Lancashire**

## **Technical Proficiencies**

Oracle Cloud ERP – Accounts Receivable, General Ledger and Order Management Modules

Oracle EBS – Accounts Receivable, Accounts Payable Fixed Assets and General Ledger Modules

Oracle BI – Reports & Analytics

Sage 50 Accounts

Microsoft Outlook, Teams, One Note

QuickBooks – General Ledger, AR, AP, Bank Reconciliations

Excel - Pivot tables, V, H & X Lookups, Word