

Curriculum Vitae

MRS SAMANTHA SEPHTON

Personal details

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Date of Birth: 21st November 1971

Nationality: British

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Personal Statement

I am a cheerful, highly organised individual with a positive attitude. I currently lead and manage a team of 18 staff members. We work to high degree of accuracy in a high-pressure environment whilst meeting strict deadlines. I am self-motivated, enthusiastic and embrace new challenges.

Education

Gardens Commercial High (Business School), Cape Town, South Africa
English, Afrikaans, Typing, Business Economics, Shorthand, Accountancy, Economics

Professional Training

Oct 2013 - 2018	Paperless Direct Debit Certificate
Oct 2011 - Mar 2012	Lean Six Sigma Certificate (Yellow, Green Belts)
Dec 2009 - Dec 2010	NVQ in Team Leading
Feb 2010 - Mar 2010	Certificate in Regulated Customer Care
Jun 2008	Health and Safety at work
Feb 2007	Unacceptable Employee Behaviour Course
Oct 2004	St John's Ambulance First Aid Course
Sep 1999 - Jan 2002	AAT (Association of Accounting Technicians)
Dec 1994	St John's Ambulance First Aid Course
Feb 1992 - May 1993	British Standard Diploma in Accountancy & Bookkeeping

Achievements

2022-2024	Efficiency saving project work, staff development, key contact to Senior Exec members.
2020-2022	Undertook Covid impact lead.
2017	Appointed Head of Department role.
2017	Complaint handling, TCF, Financial Crime (Skill Serve courses all up to date)
2016	Migrated Sales, Purchasing and Accounting functions to new ERP system.
2016	Migrated Direct Debit processing provider to new provider.
2015	Re-engineered manual expenses process, introducing more automation.
2007	St John's Ambulance First Aid Course.
2006	Converted 93% of our customer base onto Direct Debit payments.

Current Employment

NAME OF EMPLOYER:

Together Financial Services Limited (based in Cheadle, Cheshire)

DATE OF EMPLOYMENT:

1st April 2002 – Present

POSITION:

Finance Operations Manager/ Head of Department

I organise and manage the Finance Operations department which includes managing our purchase ledger process (1,500 invoices per month), sales ledger process (200 invoices per month), bank reconciliation process (10 accounts), customer repayment allocations and a direct debit system (35,000 DD accounts). I take full responsibility for our financial business policies, our departmental procedures and the management of 18 staff members (admin and finance staff).

Feb 22 – Present

Head of Finance Operations

- Part of a new Senior Leadership team.
- Support the business on an intensive project/efficiency programme.

Mar 2020 – Jan 22

Head of Finance Operations

- As a business, we worked together to ensure all our colleagues were safe at home (worked on providing all the necessary IT equipment in order to work from home).
- Provided reporting information on a Business Continuity plan for my department.
- Supporting the business through a hard redundancy process.
- Continue to support the business through the Covid pandemic and ensure we continue to process workloads.

Jan 2018 – Mar 2020

Head of Finance Operations

- Worked on the NTM (next 12 months) departmental system & process strategy.
- Worked with the GDPR Project team regarding our Data Protection regulation requirements and several other projects whilst managing a busy Finance Operations team.

2017:

Head of Finance Operations

- Created an optional personal development plan (PDP) opportunity framework,
- Created several departmental committees (business continuity committee, social committee, DPA committee, TCF/KYC committee, colleague opinion committee - who all meet quarterly).
- Started a compulsory in house leadership refresher training program which lasts from July 2016 to June 2018 (operated through our HR Training Department)

2016:

Finance Operations Manager

- Assigned the role of Groups' Banking Operations relationship manager from the group CFO; responsible for all direct corporate banking communication, bi-annual bank meetings and the first banking response contact.
- Migrated our outdated Direct Debit system onto an upgraded DD system. This project ran for 10 months and launched in March 2016.
- Worked with our Business Change Project team to migrate our end-of-life purchase ledger & accounting systems onto a new ERP system.

2015:

Finance Operations Manager

- Appointed Project Lead to transform our Expenses process to an automated system-based process.
- Continued to support the Finance Operations Function, whilst assisting with the restructuring of the overall Group Finance Function, creating new functional teams, reorganising and renaming my own team.
- Supported the business launch during the rebranding of "Together" and making changes to policies in relation to the rebrand.

Jan 2007 – Dec 2014: *Accounts Manager*

- Supported the Business and the CFO during two Financial Directorship changes.
- Supported the Business through the increase funding volume targets.
- Supported the Accounts operation function during changes in the global economy, business changes and system enhancements.
- Supported the business in undertaking a large office move to Cheadle (Cheshire), with responsibility for managing day 1 operation readiness for the accounts function.

June 2002 – Dec 2006: *Accounts Manager*

- Assisted the business in creating a facilities department.
- Managed a large archiving project.
- Project managed the deployment of our first Direct Debit processing system.

April 2002 – June 2002: *Accounts Lead*

- Responsible for setting up a distinct Accounts function, de-coupling the Financial Reporting duties from the day-to-day financial operational functions and processes.

REASON FOR LEAVING Together.

Desire to secure work requiring less travel.

Historical Employment

NAME OF EMPLOYER: Medipost Ltd

DATE OF EMPLOYMENT: 15th Oct 2000 – 30th March 2002

POSITION: Trainee Management Accountant

WORK EXPERIENCE – Medipost Ltd:

I was responsible for all Intercompany, bank and VAT reconciliations. My duties also comprised of creating and distributing the weekly & monthly reporting information, all cash management, purchase ledger & sales ledger. I led a team of 8 individuals who assisted in these processes.

REASON FOR LEAVING:

I aspired to a career in the staff management rather than continuing to pursue a career as a Management Accountant.

Historical Employment

NAME OF EMPLOYER: SSL Ltd

DATE OF EMPLOYMENT: 1st Aug 2000 - 13th Oct 2000

POSITION: Inter-Company Reconciliation Clerk

WORK EXPERIENCE – SSL Ltd:

I was responsible for aiding 5 Inter-Company Reconciliation Accountants in reconciling a number of large international SSL bank accounts. I was responsible for organising the Inter-Company Accountants, ensuring I received their individual bank account transaction paperwork enabling me to reconcile their bank accounts and coordinating their diaries and assisting them with their admin.

REASON FOR LEAVING:

Temporary contract – offered a permanent position at Medipost

Historical Employment

NAME OF EMPLOYER: Northern Technology Ltd

DATE OF EMPLOYMENT: 3rd March 1997 – 31st July 2000

POSITION: Accounts Manager

WORK EXPERIENCE – Northern Technology Ltd:

I reported directly to the Finance Director and responsible for 5 staff members. I was responsible for all aspects of the Finance Operation function including credit control, payroll, all personnel, purchase ledger, stock control and stock buying. I provided management reporting to board level.

REASON FOR LEAVING:

Redundancy

Historical Employment (1989 – 1996)

NAME OF EMPLOYER	DATES OF EMPLOYMENT	POSITION	REASON FOR LEAVING
4 Front Applications	03/04/95 - 30/06/96	Accounts Clerk	Redundancy/Maternity
Jackdaw Polymers	22/11/93 - 31/03/95	Accounts Assistant	Further prospects
Royton Steel Stock	19/04/93 - 20/11/93	Admin Clerk	Further prospects
Book-Keeping Services	03/10/89 - 16/04/93	Office Junior	Relocation

References: References available on request