

AISHA SADDIQUE

A financial professional with experience in creating financial reports. I have a natural ability to establish trusting relationships with each of my stakeholders and produce results in a demanding environment. I am able to recognise hazards and provide worthwhile ways to handle any problems due to my capacity for original thought.

Part qualified member of professional accounting body, ACCA - Looking to pursue the full qualification

 07504 814606
 aishasaddique128@gmail.com
 Nelson, Lancashire

Employment History

EG Group

Assistant Accountant (Group Real Estate)

September 2022 - present

In this position, I engage closely with the country finance teams to guarantee the appropriate operation of the fixed assets module for multiple entities across various accounting practices. In this role, I strive to meet all regulatory and statutory accounting standards.

Main Responsibilities:

- Responsible for month end closing activities being completed in a timely manner
- Processing of monthly depreciation and month end journals
- Monthly balance sheet reconciliation of fixed assets to trial balance, verifying that any adjustments are accounted for by coordinating with management.
- Reconciling and managing variances between ledgers
- Preparing accruals to account for invoices not posted
- Cash flow forecasting
- Bookkeeping
- Multi-currency transactions
- Management of fixed asset register on a day to day basis
- Management of assets; sales, disposals and transfers
- Calculating any profit/loss on disposal
- Carrying out fixed asset accounting processes in line with policies and procedures, including reviewing asset depreciation calculations for all fixed assets, processing asset impairments and retirements
- In depth review of assets under construction on a monthly basis
- Review existing asset records on a monthly basis to ensure accuracy throughout the fixed asset register
- Producing capital commitment sheets to report budgets, actuals and variance
- Aligning capital spend to budgets
- Liaison with the country, group and procurement team and ensuring that budgets are not exceeded
- Collaboration with the Operations team to better grasp financial concerns.
- Monitor and report monthly capital expenditure for the Commercial Finance Manager
- Produce cashflow reports for the Commercial Finance Manager to be presented to the CFO
- Prepare audit schedules relating to fixed assets and assist internal and external auditors in their requests
- Training of part qualified analysts and admin/bookkeepers
- Responsible for answering all country and group accountants queries relating to fixed assets and maintain consistency
- Identify potential process improvements and work with management to implement these
- Prepare reports associated with month end queries
- Collaboration with Accounts Payables/Receivables teams
- Understanding important business drivers in collaboration with the larger finance team
- Dealing with vast amounts of complex material and demonstrating the ability to convey it in a clear and straightforward manner
- Responsibility for the tasks of the Management Accountant when required
- Working closely with the Financial Controller and assisting with complex tasks

Relevant Skills

- Key knowledge of SAP systems
- Advanced Excel Skills, e.g., VLookups, XLookups, Pivot Tables, SumIfs
- Budgetary reporting (commitment & forecasts)
- Cashflow reporting
- Strong analytical and organisational skills
- Corporate and Business Reporting

HQS Accountants

Accounts Manager

September 2020 - present (Saturdays only)

- Bookkeeping
- To manage the effective administration of all sales/purchase records
- To ensure that all data is processed in a systematic way and is recorded accordingly
- Completing and submitting tax returns
- Chasing overdue payments
- Communicating with clients
- Ensuring meetings with clients are effective and productive

Volunteering

HQS Accountants - 32 Scotland Rd, Nelson BB9 7UU

September 2017 - August 2020

Whilst studying for my A levels, I volunteered at a local accountancy firm. The role involved dealing with customers on the phone and ensuring any queries from the clients were dealt with promptly. The job involved other routine office jobs such as copying, printing, faxing and mailing. I helped manage client portfolios.

I gained experience with leadership and responsibility as I have tutored a group of GCSE students and assisted them prior to their exams to help them with their GCSE's. Tutoring students has encouraged me to build confidence and establish strong communication skills. This experience allowed me to have more patience and understanding towards those who may not understand a topic as well as I do. It also allowed me to develop my communication and explanation skills.

I participated in a PWC virtual park meeting where we discussed racial equality and ways in which we can be more inclusive. I also explored social skills and etiquette in a workplace. This helped me gain networking skills.

Education History

The University Of Bradford

2019-2022

BSc (Hons) Finance and Economics

Achieved First Class Honours

- Involved strategic thinking with choices to help advance the output of the decision.
- Prepares for jobs in the financial and monetary sector.
- Key understanding of software such as Excel, SPSS, and IRIS.

Core Subjects:

- Financial Accounting
- Management Accounting
- Business & Technology
- Financial Management
- Taxation

Nelson and Colne College

2017-2019

A Levels:

Economics (C), Business (C), Sociology (A)

Extended Project Qualification: (B)

Marsden Heights Community College

2012-2017

GCSEs:

Mathematics (8), English Literature (7), English Language (5), Biology (A), Chemistry (A),
Physics (B), Psychology (A), French (A), Religious Studies (B)

References

Kate Cassidy
Group Financial Controller
07388 917305

Sally Lam
FP&A Analyst
07476 695599

Available on demand.