

# Simon Hart

3 Blackberry Way, Swaffham, Norfolk, PE37 8GH, United Kingdom  
07539065047 • simharuk@yahoo.co.uk

## Personal Statement

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Quick to identify and meet a challenge I have gained numerous qualifications in order to help me understand and improve upon the world and existing structures. Asides from academic achievements I have made a significant contribution towards society in my work as a Probation Officer, which has involved the restoration of ethics amongst diverse groups (from the centre of London to rural communities). I am also keen to contribute towards the business community and to take forward restorative principles (within an Accounting context) and in early 2021 I obtained an Accounting Licence through the Association of Accounting Technicians. Being licenced in this way has enabled to me to provide support to several existing businesses, one of which has managed to grow revenues significant enough to move the entity size from Micro to Small. In engaging clients I use a combination of technical knowledge, professional enquiry and communication skills to make sure the relevant standards and regulations are respected. I generally like to work as I enjoy having contact with wide range of people within the community. During the times where I have not been working I have been spending my time reflecting on personal experiences and looking for new directions/opportunities.

In terms of my other aspects to personal development I also hold a Level 1 UKCC Assistant Badminton coach award. I enjoy this kind of work as I maintain a connection to the wider local community as well as continuing to work towards objectives relating to physical health and fitness. On an emotional level I also make a voluntary contribution to the international community, in the form of exploring the field of collective trauma healing (of which the group has a focus on the legacy and reverberations of European colonialism). At present I am also learning how to become a full stack web developer and am currently familiarising myself with HTML, CSS and Javascript.

## Work Experience

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### **Stock Control and Price Integrity Assistant -Tesco Stores PLC**

*04/2021-present*

Identifying slow/fast moving warehouse stock and updating the system to manage levels of inventory. Undertaking stock investigations when significant stock data discrepancies are identified. Ensuring compliance between promotional advertising, store mapping/planning and that labelling conforms to product and legal requirements. Confirming delivery records and updating the computer recording system.

### **Probation Officer, London Community Rehabilitation Company**

*11/2019 – 11/2020*

Risk assessment, interviewing, case recording, clear report writing, supervision, performance framework compliance, court work, multi-agency referral and liaison. All duties performed under tight deadlines and great pressure which allowed me to prioritise workload and ensuring robust root cause analysis where required.

### **Personal Shopper - Tesco Stores PLC**

*10/2019-11/2019*

Adding value and quality to the shopping experience through selecting the best products for orders

placed over the internet. Assisting customers to navigate their journey in store. Using the latest technology to enable seamless customer service, whilst meeting store expectations and targets.

### **Probation Officer, National Probation Service**

12/2008 – 10/2019

Same duties as outlined in previous role 2002-2008

### **Freelance Book Keeper – various companies (small and medium)**

03/2017 – 10/2017 and 09/2018 to present

Bank reconciliation including liaison with suppliers, clients and customers, use of Accountancy Software – Quickbooks Online and Xero alongside Microsoft Excel and offering expertise about the accounting equation. Maintenance of General Ledger, Directors Loan and Chart of Accounts including VAT returns and Profit & Loss Reports. All duties performed with great accuracy, attention to detail and identify complex financial issues.

### **Probation Officer (including training), National Probation Service**

06/2002 – 09/2008 (Nottingham)

Risk assessment, interviewing, case recording, clear report writing, supervision, performance framework compliance, court work, multi-agency referral and liaison. All duties performed under tight deadlines and great pressure which allowed me to prioritise workload and provide quality customer service to stakeholders.

### **Finance Assistant, Nottingham City Council**

12/1999 - 06/2002

Processing invoices, calculating service charges and preparing invoices. Preparation of spreadsheets and databases. Delivering/devising training and assistance with budgets and Financial Management System implementation.

## **Education & Qualifications**

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### **Midlands Consortium**

2002 - 2004

DipPS (NVQ 4 Probation Studies and BA (hons) Community Justice 2:1)

### **Association of Accounting Technicians**

2014 – 2020

AAT Level 4

### **Nottingham Trent University**

1996 - 1999

**Undergraduate Degree**

BA (hons) Social Sciences (2:2)

### **Springwood Secondary School**

1988 - 1996

GCSEs: Maths, English & Sciences: C

AS Level: Photography: C

A-Levels: Economics, Public Affairs & Sociology: C