

Post: Finance Operations Manager
Ref: 036-20
Application ID: 13770
Submitted: 08/08/2020

Personal Details

Forenames: Soheb	Surname: Alam
Title: Mr	
Home address: 12 Magnetic Crescent Enfield Greater London EN3 7FH United Kingdom	Email: sohebalam@hotmail.com
	Telephone Number: 07455777118
	Mobile Number: 07455777118
	Work Number: 07455777118
Please confirm your current status in terms of entitlement to work in the UK: I am a British citizen/EU/EEA National and do not require permission to work in the UK	

Education and Professional Development

Education

Institution: Queen Mary University of London,	Start Date: 09/2002	End Date: 07/2005
Examinations result/s:		
Type:	Subject:	Grade/Result:
BSc	Chemistry with Business Management	2:1 (Actual)

Highest Qualification Held: Other Postgraduate qualification (including professional)

Professional, Occupational or Skills Training

Subject Studied: IT	Date From: 09/2015
Provider: British Computer Society	Date To: 12/2018
Subject Studied: Accounting	Date From: 09/2009
Provider: Association of Accounts Technicians AAT	Date To: 12/2012

Current membership of professional and / or scientific bodies

Professional Body: CIMA	Level of Membership: Member
Expiry Date: 09/2055	Registration Number: 1-EA9YW9

Current/Most Recent Employer

Currently work at the College: No			
Employer's Name: JN&F Ltd		Job Title: Finance Manager	
Location: Wickford, Essex	Salary: £43,000	Start Date: 02/2020	End Date: 09/2020
Employment Type: Private industry/commerce in UK			
Brief Description of Duties: • I led major and critical transformation of the business. The Finance System was changed from a spreadsheet-based system (primitive) to SAGE 50 accounts. • Performed detailed business audit; rapidly re-engineered credit management to reduce debtor days and improve working capital; analyses and re-priced services; ensured profitability across all contracts / accounts; restructured and recruited new management team.			

<ul style="list-style-type: none"> • Maintenance of accounts and regular reconciliation of all accounts • I Lead month end processes and journal entries • I am the main contact with the external payroll provider. • VAT returns. Year-end statutory accounts and schedules • Responsible for financial planning and monitoring. I produce management accounts and report to the Directors. 	
Reasons For Leaving: Redundancy due to coronavirus	Notice Period: N/A

Previous Employment

Employer's Name: The Henrietta Barnett School	Job Title: School Business Manager (Maternity Contract)	
Location: Hampstead, London	Start Date: 05/2020	End Date: 11/2020
Brief Description of Duties: • A member of the Senior Leadership team of the school. <ul style="list-style-type: none"> • Direct Line Management reports of 6 and indirect reports of c.25 • Maintenance of accounts and regular reconciliation of all accounts • Led month end processes and journal entries • I was the main contact for the external payroll provider. • VAT returns. Year-end statutory accounts and schedules • Responsible for financial planning and monitoring. I produced management accounts and reported to the Governing body. • I was responsible for all returns to the DFE, Charity Commission as well as Companies House as The Henrietta Barnett School is a Single Academy Trust. • Author of Incident Management and Business Continuity Plans. 		
Reasons For Leaving: End of Maternity Contract		

Employer's Name: Nightingale Academy	Job Title: School Business Manager	
Location: Edmonton, London	Start Date: 09/2017	End Date: 05/2020
Brief Description of Duties: • A member of the Senior Leadership team of the school. <ul style="list-style-type: none"> • Direct Line Management reports of 6 and indirect reports of c.25 • Ensured that all significant items of spending were tendered for. Created savings for the school for example the budget for alarms went from c.£10k to c.£2k • Ensured that accounting journals including accruals & prepayments were posted. • Completed of monthly bank reconciliations • Completed cash flow forecasting & reporting • More than doubled the lettings income to the School within the first year from c.£55k to c.£129k. • I introduced a software called BookingsPlus to manage the whole lettings process and to make it more efficient. • Successfully reduced spending on purchasing for example the telephone and internet was reduced from c.£14.k to c.£2.5k. 		
Reasons For Leaving: School Closed down and I got another job		

Employer's Name: Chapel End Junior Academy	Job Title: School Business Manager	
Location: Walthamstow, London	Start Date: 06/2015	End Date: 08/2017
Brief Description of Duties: • A member of the Senior Leadership team of Chapel End Academy and Concordia Academy <ul style="list-style-type: none"> • Direct Line Management reports of 3 and indirect reports of c.15 • Strategically planned our resources to ensure that our objectives were met. • Regularly monitored and reviewed our spending and cash flow to ensure that we could meet our objectives. I ensured the schools were following all relevant policies and procedures and contributed to them. • In May 2016 I was appointed as Business Manager of Concordia Academy, a new free school in Romford that was opened in September 2016. 		
Reasons For Leaving: I gained a promotion at Nightingale Academy		

Employer's Name: Forest Gate Community School	Job Title: Finance and HR Officer	
Location: Forest Gate, Newham, London	Start Date: 05/2014	End Date: 05/2015
Brief Description of Duties: Responsible for the operation and maintenance of non public funds. Paying in of monies and raising of cheques. Reconciliation of bank statements, analysis of variances within the funds and regular reporting as necessary.		

Raising/Processing orders, invoices and payments through computerised Financial Management system (FMS), including payment runs, entering of bank statements and reconciliation.

Reasons For Leaving: Promotion to the post of School Business Manager at Chapel End Junior Academy

Employer's Name: Walthamstow Academy	Job Title: Senior Cover Supervisor	
Location: Walthamstow, London	Start Date: 09/2009	End Date: 09/2013
<p>Brief Description of Duties: regularly checked invoices to ensure that the staff that were ordered were invoiced correctly, I authorised payment and ensured the department stayed within budget.</p> <p>I used SIMs for a variety of purposes, including rerooming, cover, pupil behaviour management, locating staff, data, reporting and for many other applications.</p> <p>In order to manage the department efficiently; I negotiated rates with supply agencies and ensured the quality of supply staff.</p> <p>I ensured that all information pertaining to staff absence was kept confidential.</p> <p>I led the cover staff and ensured that they followed the school's policies.</p>		
Reasons For Leaving: I went on to study full time at Greenwich University		

Employer's Name: Nightingale Academy	Job Title: Instructor	
Location: Edmonton, London	Start Date: 04/2007	End Date: 08/2009
<p>Brief Description of Duties: I started off at Nightingale as a HLTA supporting new and inexperienced teachers to deliver and manage lessons. I quickly made an impact on teaching and learning. The head of department decided to give me a few lessons of my own to teach. These lessons also performed well and during the last six months at Nightingale I achieved a promotion to the post of classroom teacher (unqualified)</p>		
Reasons For Leaving: End of Maternity Contract		

Employer's Name: Chace Community School	Job Title: Teaching Assistant	
Location: Enfield, London	Start Date: 03/2006	End Date: 04/2007
<p>Brief Description of Duties: As a teaching assistant at Chace I have supported a number of teachers in the delivery and management of lessons. The majority of the lessons (over half) on my timetable were maths and science. I also provided administrative support to the maths department including data entry of students results on to excel spreadsheets, ordering supplies, managing resources and other ad-hoc duties.</p>		
Reasons For Leaving: Promotion at Nightingale Academy		

Supporting Statements

1. AAT qualification or equivalent (essential to the job)

I hold several qualifications at degree level including in Finance, IT and Science, with a financial qualification at master's level (CIMA). I hold two professional Accountancy Qualifications; AAT and CIMA. I am passionate about my CPD and I have taken several short courses in IT and in accounts/finance from my professional body, I am an expert in Excel as well as other office packages.

2. • Substantial knowledge and experience of working in an Accounts Payable function and/or broader finance operations/transactional role (essential to the job)

I've spent c.7 years working in Finance in Schools and a construction company. I worked as a Finance Officer, Finance Manager and Senior Finance Lead. This is mainly as part of accounts payable but also included a broader financial remit especially as the Finance Lead.

I have experience of working within set Finance Policies and Frameworks, which includes SFVS and Academies Financial Handbook. I have commitment to efficiency and I have saved schools money. I reduced the alarm bills at Chapel End from c.£6k to c.£2k. I also saved the school on hygiene collections from £2k to c.£200. I also increased lettings income at Nightingale Academy from £50k to £120k. I am passionate about improving business processes by using IT. I was able to cut the process of producing CIS statements from 2.5 days to a process that takes a few hours by automating the process using Macros.

3. • A customer centred approach and demonstrable excellent customer service skills: both verbally and

<p>written (essential to the job)</p> <p>I have a very good understanding of Marketing and Customer Service: I increased lettings at Nightingale Academy from £50k to £120k. I have also helped with social media posts and other marketing projects. I was able to increase lettings at the academy by using my good customer service skills. It is important to treat others how you would like to be treated and that is my philosophy. This includes both internal and external customers.</p>
<p>4. • Experience of managing a team (essential to the job)</p> <p>I have proven successful management experience, across Finance, Procurement, ICT, Personnel and Facilities management, including supervisory or staff management experience. I've held School Business Management roles in Secondary and Primary Schools. These roles involved leadership of support staff of c.20-35 staff (direct and indirect). Prior to working in School Business Management I spent several years leading the cover staff of Walthamstow Academy and at Forest Gate Community School.</p>
<p>5. • Evidence of strong planning (time management) and organisational skills (essential to the job)</p> <p>I've held several fast paced and demanding roles in schools, including as a School Business Manager, Finance and HR Officer and Cover Officer. I managed these roles by being well organised: using todo lists, calendars and project monitoring tools. I have also been able to create efficiencies in the roles by introducing software. I introduced Bookings Plus to help manage the Lettings process at Nightingale Academy and I was able to increase lettings from £50k to £120k. I've also created a piece of software to produce CIS statement (subcontractor Tax Statements). I used Macros and Office programs to automate the production of CIS statements this process used to take 2.5 days and it now takes a few hours.</p>
<p>6. • High level of digital literacy and IT skills including productivity suites (Microsoft Office, Google for work), advanced spreadsheet skills, Web/Internet use and experience of using accounts payable module of finance systems (essential to the job)</p> <p>I have advanced IT skills, including Microsoft Office and data management systems i.e. SIMS, Sage and email. I am an expert in Office Programs and I can create Macros to automate procedures using Office programs. I am able to use advanced functions in excel and I am able to program in VBA (Macros). I am able to automate processes using Macros.</p>
<p>7. • Experience of improving end-user processes (essential to the job)</p> <p>I tried to introduce Receipt Bank to JN&F but unfortunately the Coronavirus put a stop to this. I have introduced BACs to a number of schools. I have also created software using Macros to automate processes. I am passionate about using software to introduce businesses processes. I hold a degree level IT qualification as well as my Financial Qualifications. One of my biggest strengths is being able to improve financial processes using IT. I am currently also learning web development. I improved the compliance of subcontractor processes at JN&F. I did this by using an online form called Cognito forms to validate the submissions that subcontractors make. This makes checking documents take 5-10 mins. This could previously take hours as subcontractor would omit documents from their submissions, which then required follow up and then rechecking.</p>
<p>8. • Excellent communication skills with the ability to communicate and engage effectively across all levels of the College, including students and staff and externally with suppliers (essential to the job)</p> <p>I worked at all levels in a school from an operational level to a senior level. It is important to maintain a professional working relationship in communication with all stakeholders. It is also important to have a good sense of humour and have a good relationship with colleagues. I believe you should treat others how you would want to be treated. I have experience of presenting to Governing Bodies at Chapel End Junior Academy, Nightingale Academy and The Henrietta Barnett School. I can communicate Financial and Technical information in a way that is comprehensible by Governing Bodies.</p>
<p>9. • Ability to handle sensitive & confidential issues, keeping the manager informed at all times (essential to the job)</p> <p>It is important to handle sensitive and confidential issues and this is part of being an accounting/finance professional. This is something I have done throughout my career in Finance and prior, where I mainly worked in recruitment and with pupils. This information should only be divulged to authorised personal and not to anyone else.</p>

Additional Information

Files attached:
CV: CV FM.docx

Referees

Reference 1

Type: Line manager	
Name: Mr Vassos Avraamedes	Position: Director
Company/Address: JN&F Ltd JN&F Ltd 5 Station Court, Station Approach Wickford Essex SS11 7AT	Email: Vassos@jnf.limited
	Telephone Number: 07843308361
Can referee be contacted without prior permission: Yes	

Reference 2

Type: Line manager	
Name: Mr James Kenyon	Position: Head Teacher
Company/Address: Waltham Holy Cross Junior School Quendon Drive Waltham Abbey Essex EN9 1LG	Email: office@whc.netacademies.net
	Telephone Number: (01992) 713191
Can referee be contacted without prior permission: Yes	

Criminal Records Disclosure

The information provided in this section is stored separately from your application form to protect confidentiality. Any details that you have provided will be treated in the strictest confidence and will not automatically exclude you from being considered for this or any other vacancy.

Do you have you any unspent criminal convictions in line with the Rehabilitation of Offenders Act 1974: No
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Equality of Opportunity

For monitoring our HR processes, data will not be transferred to any third party and will not be used in a way that allows individuals to be identified.

Gender: Male	Date of Birth: 22/05/1983
Gender identity is the same as assigned at birth: Yes	
Nationality: British	Marital Status: Single
Sexual Orientation: Heterosexual/Straight	Religion: Muslim
Ethnic Origin: Asian or Asian British - Bangladeshi	
Caring for: No dependants	Has National Insurance Number: Yes
Disability: No	
Dyslexic: No	Dyspraxic: No

Recruitment Source

Where did you learn of this job: jobs.ac.uk
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Declaration

I certify that my replies are true and correct to the best of my knowledge	I agree to the terms above
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and belief. I understand that if I knowingly make any false statements or withhold any relevant information this may result in subsequent dismissal or the withdrawal of any offer of appointment.

We cannot be held liable for any delays to applications resulting from failures of the system outside our direct control.

To review our terms and data protection statement [click here](#).