Monika Kaminska

Basildon, Essex.

Mobile: 079 60 48 17 25

E-mail: [monikakaminska@yahoo.co.uk](mailto:monikakaminska@yahoo.co.uk)

Nationality: Polish and British

Date of birth: 1977

A results driven and self-motivated accountant with a proven ability to lead an accounting function, make contributions to strategic business planning and execution. Constantly challenge and improve existing processes, internal controls and systems. Possessing excellent communication skills and having the ability to communicate effectively with clients, stakeholders and colleagues on any commercial or financial issues.

**CAREER HISTORY**

**ATFC Ltd November 2016 - Current**

(Restaurants. Turnover £50m. Managing team of 10)

Senior Management Accountant

Profile: Oversight and participation in preparation of financial management information for the London Division. Management of the finance team and supporting day to day operations of the company.

* Oversight of preparation of management accounts for three entities.
* Year end accounts and liaising with auditors.
* Managing team of 10: training, motivating, development. Making sure all tasks completed within feasible deadlines.
* Budgeting and quarterly forecasting.
* Implementing (where possible) new controls within accounts department.
* Working closely with operational directors, providing support in day to day operations of the company.
* Review of quarterly VAT return.
* Prepare and review of payroll and tronc files.
* Manage/implement any changes required to the EPOS system as required.

**Leaner Logistics Ltd October 2014 – October 2016**

(Logistics for Construction Industry. Turnover £20m. Managing team of 4)

Head of Finance then promoted to Finance Director

Profile: Responsible for all financial aspects of the company, providing analysis and recommendations to the Board to support the growth of the business.

* Preparation of timely and accurate monthly accounts and management information including Balance Sheet, P&L, Cash-flow statement with commentary.
* Annual Audit.
* Preparation of annual budget, quarterly forecasts, variance analysis with commentary.
* Preparation of various management reports: modeling, analysis, Projects P&L’s, KPI’s and liaising with senior management on projects profitability, KPIs and their unit performance.
* Work closely with the heads of the operational business to formulate strategies and plans to maximize profitability and growth of the business.
* Project accounting and WIP:

Analysing past project data and using past trends when preparing fee proposals for tenders.

Partnering with the projects team to produce project budgets and forecasts.

Monthly review of project performance with project managers.

Providing a detailed narrative to Board of Directors on project status, risks and financial implications.

Analysing projects for better insight into where to focus business development

* Identify and deliver process improvements and focus on improving productivity and efficiency.
* Reviewing and optimizing the financial systems and controls; ensuring systems are robust and compliant.
* Reviewing cash management policies.
* Participating in risk management across the business.
* Liaison with banks, auditors, tax partners.
* HMRC and Companies House returns.
* Managed a team of four, responsible for their training, development and performance appraisal.

***Key Achievements:***

* + Implementation of new controls, reporting, policies and processes within accounts department and across the business to capture all project costs and fees, correlate actual costs with project budgets, spot underutilisation, over-utilisation and profitability target gap in time to act, creating a reporting system to track and manage project progress.
  + Improvement of treasury management and cash flow.

**Helix International Group Ltd November 2012- October 2014**

(Fire Safety, GRC Software, Health and Safety. Managing team of 4)

Financial Controller

Profile: Responsible for preparation of financial and management accounts for three entities.

Managing, analysing and reporting to directors on: key performance indicators, business risks, business objectives, and business unit performance.

* Managing the day-to-day finance operations for three entities.
* Preparation of timely and accurate monthly management information including Balance Sheet, P&L, cash-flow statement with commentary.
* Preparation of annual budget, quarterly forecasts, variance analysis with commentary.
* Month end journals, balance sheet reconciliations and adjustments (accruals, prepayments, payroll, capitalization, depreciation, WIP, deferred income, inventory, inter-company reconciliations).
* Liaising with Auditors and coordinating group audit and addressing all audit issues with respective department.
* Liaising with senior management on project profitability, KPIs and their unit performance.
* Project accounting and WIP.
* Making recommendations to the board regarding performance and strategy.
* Advise on funding requirements and sources. Responsible for cash forecasting and group treasury function, managing the cash flow on daily basis, making critical decisions on funding business activities: borrowing, overdrafts, invoice financing and inter-company fund transfers.
* Working closely with sales and operation team to optimize cash flow within the business.
* Identify and deliver process improvements, focusing on improving productivity and efficiency.
* Participating in risk management across the business.
* Liaison with banks, auditors, tax partners.
* Preparation of sales commission models.
* HMRC and Companies House returns (R&D tax, EMI scheme, VAT, P11D).
* Provided challenges to the status-quo and drive automation i.e. new software implementation.
* Managed a team of 4 staff, responsible for their development and performance appraisal.

***Key Achievements:***

* + Recommended changes to the strategy (cost cuts and efficiency), this resulted in highest profitability of two entities within 4 years.
  + Improvement of treasury management and cash flow.

**Pascall & Watson Ltd (EMEA) January 2010 – October 2012**

(Architects, Turnover £17m, Managing team of 4)

Accounts Manager

Profile: Responsible for driving performance and providing decision support through financial insight and analysis, budgeting and forecasting and preparation of monthly management information; maintenance of internal controls.

* Responsible for financial accounting and management accounting, annual budgets and quarterly forecast including variance analysis.
* Month end journals, reconciliations and adjustments.
* Liaising with Auditors and coordinating group audit in Ireland, Abu Dhabi and Group Audit. Addressing all audit issues with respective department -UK, Ireland, UAE.
* Reviewing performance against KPI’s for each department and project with commentary.
* Providing recommendations to the board regarding performance and strategy.
* Identify and deliver process improvements and focus on improving productivity and efficiency.
* Project accounting and WIP:

Analysing past project data and using past trends when preparing fee proposals for tenders and costing.

Partnering with the projects team to produce project budgets and forecasts.

Monthly review of project performance with project managers.

Providing a detailed narrative to Board of Directors on project status, profitability and risks.

Analysing projects for better insight into where to focus business development

* Responsible for cash forecasting and group treasury function: selling foreign currency, hedging, inter-company funds transfers.
* Cost control and reduction.
* Liaison with banks, auditors, tax partners.
* Bank reconciliation (multicurrency).
* UK and EU VAT returns.
* FX calculations and revaluations.
* A wide range of ad hoc analytical reporting for the Board of Directors and Senior Management.
* Develop and ensure financial procedures and systems are fit-for-purpose.
* Managed a team of 4 staff, responsible for their development and performance appraisal.

***Key Achievements:***

* + Improved project cost efficiency and profitability.
  + Improved treasury management and cash flow.

**IQPC Ltd November 2008 – January 2010**

(Events & conference. UK Turnover £30m, part of a US owned group with 10 international offices)

Financial Accountant

Reporting to the Finance Director in a finance team of 6.

* Assisting with preparation of management accounts.
* Balance sheet reconciliations.
* Modelling and calculating sales commission.
* UK and EU VAT returns.
* Month end journals and adjustments: accruals, prepayments, depreciation, payroll, deferred income, and inter-company transactions.
* Project budgeting and calculating variances.
* Rolling Weekly Forecasting.
* Performing ad-hoc accounting tasks.
* FX calculations and adjustment to accounts.

**Devereux Architects Ltd May 2005 – April 2008**

(Turnover £15m, 90 staff, part of PM Group.)

Accounts Assistant

Reporting to Finance Director responsible for Project accounting, Cash Forecast, Month end Journals, AP, AR, Bank Reconciliations, Payroll, Vat Returns.

**Gastrodome Restaurants Ltd March 2004 – May2005**

**Nature of Business: Hospitality**

Accounts Assistant

Reporting to Finance Director responsible for AP, AR, Bank Reconciliations, Payroll, Vat Returns.

**IT SYSTEMS**

Excel (Pivot tables, Formulas, Look-up’s, Graph’s), Sun, Sage Line 50, Sage 200, Sage Construct, Sage Payroll, Sage HR, Time Minder, Project Minder.

**EDUCATION**

**ACCA**

ACCA – Part Qualified, QBE

**BS Archaeology**

Birkbeck, University of London

**INTERESTS**

Archaeology, Museums, The Arts: Opera, Ballet, Contemporary dance performance, Paintings, Sculptures, Art Galleries.