Personal Statement

As a CIMA Qualified Financial Director with over 15 years’ experience in leadership positions within several commercial organisations I have had extensive permanent and contract experience in many aspects of IT, accounting and finance for large, distressed and high growth organisations. This has given me broad experience over different sized organisations with varying cultures.

Work Experience Summary (See following pages for details)

**May 17 – May 18 Berry Recruitment Ltd - £80 million / 230 Employees**

Finance Director Designate – Independent Recruitment Agency

**Mar 17 – Apr 17 Daniel Robinson & Sons Ltd – £20 million / 150 Employees**

Head of Finance & IT – Independent Funeral Directors, Contract

**Jan 17 – Feb 17 Buffaload Logistics Ltd - £40M Revenue / 250 Employees**

Finance Controller – Logistics, Contract

**Apr 16 – Nov 16 Sovereign Business Integration Group PLC - £10m Revenue / 150 Employees**

Finance Director – I.T. Solutions, Data Storage and Recruitment, Contract

**Dec 15 – Mar 16 InverOak - £5m Revenue**

 Finance Director – Telecoms, Secure Payment Processing, Contract

**Aug 15 – Nov 15 Kier Living - £3.2b Revenue. 24,000 employees. £137m EBITDA**

 Finance Business Partner for £150m SW house builder, Contract

**May 14 – Jun 15 Recruitment Investment Group - £80m Revenue. £3m EBITDA**

Group Financial Controller – recruitment into NHS

**Feb 11 – May 14 Act Clean - £25m Revenue, 1250 employees. £2m EBITDA**

Finance Director – Managed Contract Cleaning 5\* hotels & restaurants

**Jan 01 – Jan 11 Admiral - £30m Revenue, 120 Employees. £2.7m EBITDA**

Financial Director – Photocopies, Telecoms, Facility Mgt, IT

**Dec 99 – Dec 00 Cable & Wireless £2b, £300m EBITDA**

 IS Accountant – Telecoms & Internet

**Sep 97 – Nov 99 Northgate IS – 1000 staff, £1b Revenue, £100m loss**

 IS Financial Analyst – IT Software for HR Management

**Aug 96 – Aug 97 Transamerica Commercial Finance - £400m Revenue**

 Accountant – Asset based finance UK & Holland

**Dec 95 – Aug 96 Burton Group (Now Arcadia) - £2b Revenue, £175 EBITDA**

 Assistant Accountant – Logistics for Debenhams, Top Shop, etc.

**Jun 94 – Nov 95 Herald & Post Newspapers**

 Accountant - Local Free newspapers

Education

1997 CIMA Qualified

1994 BA Honours Accounting & Finance – Middlesex University

IT Systems Skills

* Sage 50 & 200
* SAP (Cable & Wireless Ltd)
* Coins (Kier Living)
* Giant
* Aqilla
* Servantage
* TM1
* Tempest
* Business Intelligence Tools
* Sage Payroll

Work Experience Detail

**May 17 to Feb 18 Berry Recruitment Ltd - £80 million / 230 Employees**

Group Financial Controller

 Independent Recruitment Agency

As part of the Senior Leadership Team the main responsibilities and KPI’s include:

* Manage and organise the finance and payroll teams effectively.
* Produce and review weekly M.I on margins achieved
* Ensure weekly payroll of 4000 workers are completed accurately
* Complete monthly management accounts within 10 working days of month end.
* Produce budgets with operational management and forecasts in line with the timetable agreed by the Board.
* Manage and Control the Treasury function and produce reliable cash flow reporting for the group.
* Work effectively by planning workloads and organising priorities.
* Take a lead on the Payroll PEO Project and deliver on time and to Budget
* Monthly Branch visits to help foster a culture of support and operational change and process improvement
* Manage the self - bill team and ensure all reconciliations are done monthly and roll out actualised uploads to reduce reconciliations
* Prepare year end consolidation pack for the auditors
* Ensure all balance sheets are completed and reviewed monthly

**Mar 17 to Apr 17 Daniel Robinson & Sons Ltd – £20 million / 150 Employees**

Head of Finance & IT

 Independent Funeral Directors

A key role in the running of the company as part of the Senior Management Team reporting into the Managing Director. The key responsibilities were as follows:

* To oversee the day-to-day accounting and IT requirements of the Company
* Form a close working relationship with the Managing Director, other Senior Executives and staff
* Provided leadership to the Board’s Finance and Accounting strategy, to optimise the company’s financial performance and strategic position
* Reporting of financial data and KPI’s using the existing reporting systems on a monthly and quarterly basis
* Control the company’s IT and Accounting functions
* Lead, mentor and develop the finance and IT teams including an accounts manager, two assistant accounts administrators and an invoice clerk.
* Branch visits making recommendations on process and efficiency improvements

**Jan 2017 – Feb 2017 Buffaload Logistics Ltd - £40M Revenue – 250 Employees**

Finance Controller

 Logistics

This role in a recently acquired business by 2 Sisters Group which has sales of over £3 billion per annum was to establish financial control over a family run rapidly growing logistics business in Cambridgeshire. This leadership role included balance sheets reconciliations, fixed asset registers, supplier reconciliations (350+), aged debt reconciliations, intercompany reconciliations, procedure set up, coaching and mentoring of new finance team and Finance Manager. To allow FD to focus on operational issues.

**Apr 2016 – Nov 2016 Sovereign Business Integration Group PLC**

Finance Director

 I.T. Solutions, Data Storage and Recruitment

Main Responsibilities:

* Managing and co-ordinating a diverse and talented team whose focus is on working together to keep critical application running 24 hours a day
* Contribute to the strategic and business plans particularly in relation to financial and commercial decisions in support of the company’s vision and core values and challenging assumptions and decision-making
* Lead and develop the staff of the finance, HR and administration departments to ensure that they are well motivated and receive all necessary training, 6 monthly PDP’s and development to enable them to carry out their duties to the required standard
* Oversee the management of all data and information flows within the company and implementing changes to reduce the month end close from 8 days to 6 days.
* Provide a company-wide source of expertise on finance and commercial issues to ensure managers and staff have the best possible information for effective decision making and accessing data.
* Form a close working relationship with the CEO, other Senior Executives and Non Executives.
* Ensure corporate budgeting processes are carried out and reviewed
* Company secretarial duties include the Annual Returns, data protection and ISO compliance

**Dec 2015 – Mar 2016** **InverOak - Contractor**

 **Finance Director**

Industry: Telecoms

Key Responsibilities:

* Support the MD with the annual business plan development and budgeting process including the quarterly forecast process
* Identify areas for improved productivity, efficiency and potential cost saving
* Develop emergency cash flow forecasting model to be maintained long term
* Production of Monthly management accounts and management of the payroll
* Supporting the Commercial Sales Director and Managing Director with Strategy and growing the business

**July 2015 – Nov 2015** **Kier Living – Contractor**

 **Finance Business Partner**

Industry: House Builders for Private and Affordable

Key Responsibilities:

* Full finance ownership for loss making South West (SW) Division for £150m revenue
* Push greater insight through the numbers in order to support and contribute to business decisions and bring back to profitability
* Supporting the Commercial Sales Director and Managing Director with Strategy and growing the business.
* Supporting the business to deliver its financial targets by producing accurate and timely monthly management accounts and making recommendations for improvements
* Attending monthly VCR Site reviews with Operational Management, preparation of monthly Board Reports reviewing the various projects to ensure they are completed on time and to budget.
* Providing and preparing information for PWC annual audit

Key Achievements:

* Documenting finance procedures for COINS
* Splitting the SW and Bristol Division into two divisions as well as liaising and instructing the Construction Finance Team to ensure smooth transfer

**May 2014 – May 2015 Recruitment Investment Group**

 **Group Financial Controller**

 Industry: Healthcare - NHS Recruitment

Key Responsibilities & Achievements:

* Management of finance team of 12
* Annual budget process and quarterly and rolling forecasts
* Business partnering with the senior management team to drive the business forward and to achieve their targets and objectives
* Overseeing the preparation of the monthly information required to our bankers and dealing with inspections
* Improve the budgeting and forecasting processes to enable fast growth and more drill down capability by service in addition to company
* Reduced attrition from 50% to 15% enabling the finance team to meet deliverable timescales
* Rolled out the Barclays upgrade to include faster payments to ensure contractors could be paid on the same day with minimal cost and replace CHAPS.

**Feb 11 – May 14** **Act Clean**

 **Director of Finance**

 Industry: Hospitality managed cleaning contracts

Key Responsibilities:

* Complete management and control of the finance function including a team of 6
* Supports the Board in the preparation of budgets and financial reports, including Profit & Loss, cash flow, balance sheets, third party finance, tax returns and reports for Government regulatory agencies
* IT aspects of the business with monthly review with third party IS providers and ensure that both hardware and software systems are reliable and back up off site
* Ensure annual company business plans are financially and commercially viable and in accordance with the organisational strategy
* Facility management of offices including two office moves
* Company secretarial duties and governance

Key Achievements:

* Driving business performance in line with the Board’s strategic vision in line with our values
* Researched & assessed various Bespoke payroll and HR packages and worked on working party to make recommendations and implementation of the new systems
* Responsible for implementing the Peoples Pension role out in a cost effective manner for over 1000 employees
* Job margin analysis and client profitability analysis
* Lead Budget management process that engages business and delivers stretching and achievable revenue and profit targets

**Jan 2001 – Jan 2011** **Admiral Group of Companies**

 **Financial Director**

Industry: Communications, IT & Office Solutions Support

Key Responsibilities:

* Main Board Director attending executive team meetings and contributing to executive team strategy of each business in the group
* Complete management and control of the Finance, Administration & HR functions including a team of 14 which I recruited, trained, motivated and developed to a high standard in a fast paced highly pressured environment
* Supports the Board in the preparation and collective ownership of the company strategy by ensuring business plans are financially and commercially achievable and are aligned with the values and vision of the company
* Provide creditability for the business plans and forecasts to the Board and provide “financial and commercial expertise” to the Leadership Team and staff to ensure financial targets are met together with effective decision making
* Support MD’s with on-site visits, making recommendations, Board report preparation and bespoke reporting
* Liaising and regular reviews with other advisors such as the Bank and Insurance Broker
* Company Data Protection officer ensuring both company and regulatory requirements are met together with training and updated policies
* The gate keeper and management of all data to ensure timely and accurate information is available as needed

Key Achievements:

* Developing, mentoring and growing a successful finance team from 3 to 14 in order to meet the needs of the businesses and provide the necessary controls and information to ensure good management decision making and profitable growth
* As part of a team developed and rolled out to the business the Business Continuity Plan and helped create a culture of development, testing and delivery
* Saved £200k through synergies such as identifying unprofitable salesman.

Voluntary Work and Interests

Public Speaking and community service

2015-16 Youth group leader providing mentoring and organisational support

2014 Noah Enterprises Homeless Shelter

2013 London to Paris Cycle to support Springboard Charity

1989-1991 Missionary Voluntary Work