

Sally Lake

23 Letsby Avenue, Fleet, Hants

07986-088878 sallyjlake@btinternet.com

Successful Part Qualified Accountant ACCA. Has experience in the retail, engineering and service sectors. Main focus to date has been in management account presentation and more recently moving into analysis and evaluation. Understands the process of compliance and information reporting to give an insight into the drivers of a business. Has strong interest in the wider activities within a business and the needs for operating cost and profit improvement. Experienced at working within a business at all levels and discussing financial and operational matters. Comfortable working in a changing environment, enjoys project work and now is seeking an interesting new challenge in project and business analysis.

Professional Focus

- ACCA – completed 11 out of 14 papers, 3 papers remaining in December 2014
- Month End: preparation of all operating accounts, budgets, cash analysis, variances
- Bank Accounts – daily reconciliations of bank accounts and invoice discounting facilities. Day to day operational management of accounts and liaison with bank
- Payroll – monthly preparation of payroll for outsourcing to payroll bureau
- VAT – quarterly returns, reconciliations and queries
- Year End – prepared year end with supporting schedules, reconciled balances and information for tax computations
- Pension management – monthly management of pension scheme for staff and company contributions

Career History

Finance Manager/Management Accountant Brownings May 13 –Present

Initially a family owned business, now part of Unilever - £5m turnover, providing food preparation machinery maintenance for companies such as McDonalds, JD Weatherspoons and Holiday Inn,. My role as Finance manager is to complete all standard reporting processes on time for the company to meet its targets, my key achievements have been:

- Management accounts – improved processes to ensure accurate reporting, more timely reporting of information, reporting to Finance Director with full balance sheet reconciliations and supporting schedules monthly within 3 days of month end
- Sales Info Reporting – daily reporting of sales information to commercial and operational teams to highlight issues on daily basis for rapid action. For example mid-month sales revenue assessment and prediction
- Performance Data Analysis – preparation of data analysis (using excel pivot tables and V look ups) to report new information to help assess where business was losing money: profitability per field staff member / customer / contract / service type: outcome identified one specific client as a significant loss generator, action required
- Cashflow – updates and reporting variances to Finance Director weekly: crucial to manage cash position re bank lending amount, charges, payroll and suppliers
- Team Management – recruited and manage small team of ledger staff
- Introduced new automated timesheet process for more accurate and timely reporting of payroll information for field based staff: created direct link between pay sheets and client charge sheets, also identified the utilisation of each engineer

Management Accountant Jollyon Communications Ltd Jan 12 – Apr 14

PR agency with large blue chip clients and field based PR service providers - £2m turnover.

My key achievements have been responsibilities: -

- Monthly management accounts preparation for Finance Director, ledger management and credit control
- Operated as the business PR and administration covering a wide range of aspects
- Analysed customer profitability and correct allocation of costs. This resulted in the downsizing of business to withdraw from loss making client contracts: focus on more profitable division of business

Took 4 years out from work to raise a family then joined Jollyon. The role was ideal as it offered a wide remit to analyse, report on most aspects of the business.

Management Accountant Starstruck Consultancy Ltd Jan 01 – Oct 08

Starstruck are publishers of media and celebrity information - £2.4m turnover. My key responsibilities included all of the standard accounting process for sales, purchase and nominal ledgers on a weekly and monthly basis. Also completing month end and statutory reporting up to trial balance, my achievements were:

- Supervised a team of three (two credit control, one accounts assistant)
- Assisted in the sale of a division of the business, dealing directly with accountants during due diligence, solicitors and the finance director of the purchasing company.
- Assisted government inspectors during VAT and PAYE inspections.
- Set up and operated the facility to take Direct Debit collections from customers
- Managing payroll through external payroll company and generating P11D's
- Compilation of audit pack & dealing with relevant queries

Cashier Cellar Wines Ltd Sep 99 – Jan 01

Cellar Wines were part of the GrandMet Drinks business, Group Turnover £1.3 billion. My role included liaising with internal departments including: Accounts Receivable, Accounts Payable, Treasury, Payroll, Property, Financial Reporting and external Natwest support team
Key Responsibilities and achievements: -

- Promoted to team leader in June 2000 supervising a team of four.
- Asked to stay after head office was closed to ensure a smooth handover to the new office, train and mentor new staff.

Book Keeper ABC LLP Jul 98 – Sep 99

ABC were a large accounting firm - turnover of over £1 billion. Key responsibilities:

- Accounts Payable, processing expenses, inter-company invoicing
- Bank reconciliation, manual bookkeeping of non computerised accounts

Qualifications and Training

ACCA Final year. 11 out of 14 exams completed:

Elected Modules include Performance Management (involving business strategy and appraisal) and Advanced Taxation

AAT Level 1

9 GCSE's including English, Maths

4 A Levels: Maths, Business Studies, Art, General Studies

Interests

Interior design, art and dance