

Professional Summary

An ambitious, part-qualified ACCA member with over 11 years of progressive experience in complex public, healthcare, and charitable sector finance. Specialised in financial advisory, management accounting, and strategic reporting. Proven ability to confidently manage hundreds of thousands of pounds budgets, execute rigorous variance analysis, and translate complex financial data into actionable strategy for senior stakeholders and non-finance professionals. Seeking a dynamic and rewarding role to leverage advanced analytical skills and a drive for continuous process improvement to make a meaningful contribution to business success.

Professional Experience

Senior Assistant Financial Advisor

East Lancashire Hospitals NHS Trust (Supporting OneLSC Collaborative Partnership)

May 2024 – Present

- **Managed the financial oversight** for the Corporate Division, owning the monthly overspending cost centre process, including preparation of detailed working files and comprehensive variance analysis.
- **Developed and implemented collaborative action plans** with budget holders to effectively mitigate financial risks and address significant adverse variances, safeguarding multi-million-pound budgets.
- **Designed and presented comprehensive monthly Finance Packs** for Divisional Board meetings, providing strategic insights via key metrics, performance trackers, and high-level variance summaries.
- **Led monthly budget holder meetings**, translating complex General Ledger data and divisional financial reports into clear, actionable advice for non-finance professionals.
- **Cultivated strong relationships** with budget holders and senior management, serving as the primary finance contact and providing expert advice on strategic staffing mixes and budget control.
- **Drove continuous process improvement** initiatives to streamline financial workflows, resulting in a demonstrable smoother and more efficient month-end close process.

Management Accounts Assistant

Integrated Facilities Management Ltd (Subsidiary of Bolton NHS Foundation Trust)

August 2024 – May 2025, Bolton

- **Supported the Integrated Facilities Management (iFM)** and Corporate Estates & Facilities divisions through the critical month-end closing process.
- **Completed and posted complex month-end journals**, including processing accruals, prepayments, and permanent recoding's to ensure financial integrity.
- **Maintained departmental accuracy** by distributing up-to-date staff lists, liaising with managers, and recoding staff to correct cost centres when required.
- **Executed income analysis** and managed the process of raising invoices to ensure timely and accurate revenue capture.

Financial Accounts Assistant

Bolton NHS Foundation Trust | August 2023 – August 2024, Bolton

- **Executed precise month-end closing procedures**, including control account reconciliation and posting complex accrual/prepayment journals to meet strict deadlines.
- **Managed daily cash book maintenance** for three separate funds (Trust, iFM, and Charitable Fund), ensuring 100% accuracy between cash book, source documentation, and ledgers.
- **Maintained financial integrity** by regularly auditing supplier details, resolving payment discrepancies across various departments, and supporting the Trust accounts consolidation.

Finance Assistant

Ummah Welfare Trust | April 2021 – August 2023, Bolton

- **Managed end-to-end processing of global charitable expenditure payments** to suppliers and international partners, collaborating with cross-functional departments to ensure timely project finalization.
- **Handled the full income cycle**, including recording income, reconciling transactions, and rectifying discrepancies; consistently utilized advanced Excel skills to maintain data integrity.
- Contributed to the integration and development of the Odoo ERP system for staff time-keeping, which led to improved reporting capabilities and process efficiencies.

Accounts Assistant

Johnsons Stalbridge | October 2018 – September 2020, Preston

- **Produced weekly management reports and conducted variance analysis**, demonstrating proficiency in Excel and strong analytical skills.
- **Performed month-end duties**, including maintaining and reconciling rental-stock depreciation, balance sheet accounts, and inter-company accounting.

Education & Qualifications

ACCA (Association of Chartered Certified Accountants)

- **Current Status:** Part-Qualified – Exemptions from Applied Knowledge and Applied Skills Exams; 2 from 5 Strategic Level Exams Completed.

University of Central Lancashire

- **BA Accountancy** – 2:1 (September 2011 – July 2014, Preston)

Cardinal Newman College

- Accounting (B), Economics (C) and Business Studies (D) (September 2009 – July 2011, Preston)