**Mariat Uwase**

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**Objective**:

Senior Accountant with 8 years of progressive experience across diverse accounting roles, spanning Project Accounting, Finance Business Partnering, Management Accounting, and Credit Control. skilled in financial analysis, strategic planning, and stakeholder management. Proficient in utilizing a diverse range of accounting software systems, ensuring accurate financial reporting and analysis.

Currently completing ACCA certification, seeking to leverage expertise to drive financial success and growth in a new position.

**Skills**:

* Financial analysis, planning, and reporting
* Stakeholder management and cross-functional collaboration
* Tax Compliance (VAT, Corporate Tax)
* Project accounting and financial oversight
* Cost analysis, budgeting, and forecasting
* Strong understanding of financial regulations and compliance
* Proficiency in accounting software
* Financial Systems Implementation
* Management Accounting
* Audit
* Balance Sheet Reconciliations
* Cash Book & Bank Statements Reconciliations
* Staff Training & Development
* Team Management
* Accurate Financial Reporting
* Payroll Processing
* Accounts Payable & Receivable
* Cash Flow Management
* Team Leadership

**Technical Proficiency: Xero, NetSuite, PeopleSoft, SUN, Paprika, SAP, MERIT, CMAP, Oracle, Hicom, Access Dimensions.**

**Professional Experience**

**Project Accountant**

Hope and Glory PR Firm, London

April 2023 - Sept 2023

Dedicated Project Accountant with experience in spearheading successful new systems implementations, managing accounts, ensuring accurate financial reporting, and facilitating efficient audit processes. Proficient in balance sheet reconciliations, cash book and bank statements reconciliations, and adept at staff training and team management. Proven ability to deliver high-quality financial information and contribute to streamlined financial operations.

* Led financial oversight for key projects, new software implementation, ensuring adherence to budgets and timelines, resulting in strategic increase in project efficiency.
* Collaborated with cross-functional teams to develop financial strategies, forecasts, and risk mitigation plans for upcoming projects.
* Implemented robust financial controls, streamlining project accounting procedures and enhancing financial reporting accuracy.
* Led the implementation of new financial systems, ensuring seamless integration and minimal disruptions to ongoing operations.
* Prepared management accounts, providing critical insights and analysis for informed decision-making.
* Assisted auditors during financial audits, facilitating smooth audit processes and ensuring compliance with regulatory standards.
* Conducted comprehensive balance sheet reconciliations to maintain accuracy in financial records.
* Managed cash book and bank statements reconciliations, identifying discrepancies and implementing corrective measures.
* Conducted training sessions for staff on new systems, ensuring a smooth transition and optimal utilization of resources.
* Oversaw a team of two Accounts Assistants, ensuring their tasks were completed accurately and within deadlines.

**Finance Business Partner**

MetFilm School Ltd, London

April 22- April 23

Experienced Finance Business Partner with a strong track record in effectively liaising between diverse company stakeholders ranging from education to film production and sales. Proficient in generating monthly and quarterly management accounts, leading weekly departmental meetings to monitor work in progress (WIPs), and serving as the key liaison for department heads. Skilled in VAT returns, corporate tax, audit committee hosting, new system implementation, budgeting, payroll, and overseeing accounts

* Liaised with stakeholders across education, film production, and sales, fostering strong communication and understanding between departments.
* Generated monthly and quarterly management accounts, providing vital financial insights for strategic decision-making.
* Conducted weekly departmental meetings, monitoring work in progress (WIPs) and ensuring financial targets were met.
* Acted as a bridge linking finance with various departments, facilitating seamless collaboration and alignment of financial goals.
* Served as the primary liaison for all department heads, addressing financial queries and providing guidance on financial matters.
* Managed VAT returns, corporate tax compliance, and hosted audit committee meetings, ensuring adherence to regulatory standards.
* Led new system implementations and set audit and quarterly timetables for efficient financial processes.
* Collaborated with auditors, providing all necessary information and support during audit procedures.
* Processed payroll, oversaw accounts payable and receivable teams, and conducted cash flow monitoring to ensure financial stability.
* Set up budgets for multiple departments, including education, production, and sales, ensuring financial goals alignment.
* Acted as a strategic advisor to department heads, providing financial insights and analysis to support decision-making processes.
* Conducted cost-benefit analysis for various business initiatives, contributing to a reduction in operational costs.
* Developed and delivered financial training sessions to non-finance teams, improving their understanding of financial metrics.

**Senior Finance Management Accountant**

London Medical laboratory, London

April 21 – April 22

Seasoned Senior Management Accountant with extensive expertise in cash flow forecasting, budgetary support, cost center accounting, and comprehensive month-end financial processes. Proficient in setting up robust systems for P&L review across multiple company stores, producing insightful financial packs for stakeholders, handling auditor packs, reconciliations, VAT reviews, and maintaining financial accuracy. Skilled in liaising effectively with various departments and stakeholders to streamline financial operations

* Conducted weekly cash flow forecasts, providing accurate financial projections and aiding decision-making processes.
* Provided substantial support to the CFO in budgeting exercises, ensuring alignment with company objectives and financial targets.
* Managed cost center accounting and reporting, offering valuable insights into departmental performances.
* Executed post-month-end accruals and prepayments journals, ensuring financial records reflected accurate figures.
* Established efficient systems to review P&Ls for different company stores, facilitating performance monitoring and analysis.
* Prepared comprehensive month-end reporting, including accruals, prepayments, and revenue reporting from multiple streams such as Sage, Apple, Blood, Covid, PCVT.
* Conducted thorough profit and loss reviews, identifying areas for improvement and cost-saving opportunities.
* Oversaw balance sheet control accounts reconciliations, ensuring financial accuracy and compliance
* Produced monthly financial packs (P&L, Balance Sheet, Trial Balance) for stakeholders, providing detailed insights into the company's financial health.
* Prepared auditor packs and efficiently handled their queries during audit processes.
* Managed franchise and bank reconciliations, maintaining financial accuracy and transparency.
* Conducted monthly VAT reviews where applicable, ensuring compliance and accuracy in VAT reporting.
* Collaborated with the sales team to update client billing prices and address any necessary changes.
* Maintained the fixed asset register, ensuring accurate tracking and recording of company assets.
* Reviewed and processed Accounts Payable invoices, ensuring timely and accurate payments.
* Handled payment runs for suppliers, contractors, couriers, and company payroll, maintaining financial obligations.
* Reconciled company credit cards, ensuring accurate tracking and reconciliation.
* Managed the Accounts inbox, promptly addressing internal and external queries in a professional manner.

**Commercial Management Accountant**

FleishmanHillard( Omnicom), London

Aug20 – April 21

Dedicated and detail-oriented Commercial Management Accountant with extensive experience in performing month-end reconciliations, supporting commercial business partners, managing credit control, and overseeing accounts payable functions. Proficient in balance sheet reconciliations, intercompany billing, WIP reporting, credit control collaboration, and ensuring accuracy in accounts payable processes.

Adept at providing valuable insights through reporting and supporting various departments in achieving financial goals.

* Month-End Responsibilities:

Conducted comprehensive balance sheet reconciliations, ensuring accuracy across all accounts, including intercompany and bank reconciliations.

Assisted in intercompany billing processes and maintained the intercompany schedule, coordinating with different offices to confirm payment dates for outstanding invoices.

Generated cost reports and provided necessary information for month-end accruals and prepayments queries.

Offered general ledger account and project coding details to the Accounts Payable team, ensuring accurate coding for transactions.

* Commercial Business Partnering:

Prepared actual time vs budget reports for internal reporting to project managers and external reporting for clients, facilitating effective decision-making.

Produced weekly WIP reports for all practices, aiding in monitoring work in progress and project profitability.

Assisted in setting up new project codes and closing codes that were no longer required.

Generated missing time and worksheet reports for Commercial Business Partners, ensuring completeness and accuracy of records.

Supported Commercial Business Partners with client third party and out-of-pocket cost reconciliations, contributing to financial accuracy.

Assisted in allocating cash receipts for posting and provided ad hoc support to Commercial Business Partners as needed.

Conducted weekly reporting on the new business pipeline, offering insights into potential revenue streams.

* Credit Control:

Collaborated with the outsourced Credit Control team to ensure timely receipt of receivables, fostering smooth cash flow.

Conducted regular calls to overdue debtors to understand reasons for nonpayment and collaborated with project managers to resolve issues hindering payment.

Reviewed the Accounts Receivable ledger weekly and provided a monthly commentary for aged items, ensuring a clear understanding of outstanding invoices.

* Accounts Payable

Developed a deep understanding of the Purchase Order and Expenses system, assisting with queries and training when required.

Collaborated with the outsourced Accounts Payable team, ensuring timely processing of vendor invoices and employee expenses.

Processed weekly payment runs, verifying tax status with HMRC for compliance.

Reviewed the Accounts Payable ledger weekly and provided a monthly commentary for aged items, ensuring accurate financial records.

Monitored outstanding Purchase Orders weekly, ensuring correct coding and timely approval, collaborating with Commercial Business Partners on significant outstanding orders.

**Senior Accounts Assistant**

IQPC, London

Aug 2018- Aug 2020

Detail-oriented and proactive Senior Accounts Assistant with extensive experience in processing payments, managing various ledgers, conducting reconciliations, and assisting in financial reporting. Proficient in handling intercompany transactions, VAT returns, credit control, and providing valuable support to auditors. Adept at problem-solving, building relationships with suppliers, and ensuring accurate financial records.

* Processed weekly BACs and foreign supplier payments, ensuring timely and accurate disbursements.
* Raised Purchase Orders for the Global Shared Service Manager, facilitating smooth procurement processes.
* Managed reverse charges for European VAT invoices, ensuring compliance with tax regulations.
* Administered the purchase ledger, handled supplier emails, invoices, and setup of new suppliers.
* Conducted supplier invoice coding, matching, batching, and processing through Sun software.
* Prepared invoices weekly for monthly intercompany recharges and chargebacks, ensuring accuracy in financial transactions.
* Reconciled Directors' company credit cards and managed bank statement reconciliations for GBP, USD, and EUR accounts.
* Raised intercompany invoices and facilitated intercompany payments, ensuring accurate and transparent transactions
* Reconciled supplier accounts, chased statements, and ensured timely payments to suppliers.
* Posted daily cash receipts and payments, maintaining accurate financial records.
* Prepared and submitted GBP and EUR VAT returns, ensuring compliance and accuracy in tax reporting.
* Conducted revenue reconciliation and debtors reconciliation while integrating Sun and Oracle software systems.
* Processed and submitted management reports, including direct and indirect accruals and prepayments.
* Prepared month-end marketing reports, reconciling costs on events and budgeting for future events.
* Conducted creditors reconciliation, building relationships with suppliers, and resolving payment queries.
* Proactively liaised with suppliers and clients to solve urgent queries promptly.
* Assisted in completing balance sheet reconciliations across multiple ledgers.
* Posted month-end intercompany journals and assisted auditors with their queries during audit processes.
* Prepared and posted payroll journals, ensuring accurate recording of payroll transactions.
* Monitored and updated the financial director on bad debtors, providing solutions for swift debt recovery.

**Finance Assistant**

Asclepius,London

Dec2016 to Aug 2018

Detail-oriented and efficient Finance Assistant with substantial experience in ledger management, payroll, intercompany transfers, month-end processes, and credit control support. Proficient in cash reconciliation, expense processing, query resolution, and providing valuable assistance in budgeting and forecasting. Skilled in working with various software systems and effectively managing financial duties.

* Processed and managed purchase ledger and sales ledger invoices on Xerox and Merit software, ensuring timely payments and accurate records.
* Handled payroll duties meticulously, ensuring accuracy in payments and efficient processing.
* Chased suppliers for updated statements and resolved queries urgently, maintaining strong supplier relationships.
* Managed time effectively to meet month-end accounts deadlines, ensuring timely and accurate financial reporting.
* Processed intercompany transfers on Xerox, Merit, and GP software, maintaining accuracy in intercompany transactions.
* Assisted in month-end accruals and prepayments by processing month-end journals accurately.
* Supported credit control by addressing client queries and negotiating payments.
* Conducted daily cash reconciliation and accurately allocated payments from Xero to GP software.
* Processed BACs purchase ledger payments and handled urgent manual payments on a weekly basis.
* Managed doctors' expenses such as travel and accommodation on Merit and GP Software, ensuring accuracy and compliance.
* Reconciled directors' credit cards on a weekly and monthly basis, maintaining accurate financial records.
* Uploaded doctors' timesheets efficiently on MERIT and IQX, paying exceptional attention to detail.
* Responsively handled queries from doctors and recruitment consultants, providing eloquent solutions.
* Updated doctors' timesheets and personal details on several NHS online portals, ensuring accuracy and completeness.
* Assisted in training doctors on managing their profiles on online portals, facilitating efficient use of the system.
* Contributed to the recruitment process by matching suitable doctors for temporary roles.
* Collaborated with credit controllers and the general accounts team on managing accounts, doctor payments, and NHS trust payments.
* Worked closely with the financial director, providing updates on payments and assisting in managing bad debts.

Supported the financial controller in budgeting and forecasting activities.

**Accounts Assistant & Senior Credit Controller**

Prestige Nursing, London

April 2014 to December 2016

Dedicated and detail-oriented Accounts Assistant/Credit Controller with comprehensive experience in managing Sales Ledger, Purchase Ledger, and General Accounts. Proficient in running payroll, invoicing, reconciliation, client communication, and credit control. Adept at meeting deadlines, ensuring accurate financial records, and providing exceptional customer service.

* Managed Sales Ledger, Purchase Ledger, and General Accounts for Prestige Nursing Ltd, ensuring accuracy and timeliness in financial transactions.
* Ran weekly payroll for Prestige Nursing members, ensuring accurate and timely payments.
* Raised monthly nursing fee invoices and chased payments for outstanding and overdue accounts, ensuring prompt resolution of outstanding balances.
* Downloaded employee timesheets from client portals and resolved any discrepancies promptly.
* Processed and reconciled 360+ weekly timesheets, overseeing pay runs and ensuring accurate payments.
* Investigated member pay and invoice queries, ensuring accurate resolution.
* Prepared month-end post journals for accruals and prepayments, contributing to accurate financial reporting.
* Liaised with clients and member employees regarding overtime, pay changes, and outstanding payments before invoicing.
* Compared actual results to budgeted figures at each reporting period and reported on significant variances.
* Conducted training sessions for credit controllers on using client portals efficiently.
* Managed purchase orders processing and addressed member queries related to timesheets or pay slips.
* Calculated and deducted tax and national insurance payments from member pay.
* Scheduled deliveries and collections with customers, ensuring smooth operations.
* Handled cash posting for Prestige Nursing Ltd and prepared monthly statements for customers.
* Negotiated payment plans and decided on service suspension in cases of non-payment.
* Conducted investigations into member pay invoice and customer queries promptly and effectively.
* Consistently met deadlines, prepared monthly statements, evaluated credit checks on new organizations, and followed company protocols concerning accounts.
* Raised journals, invoices, and credit notes with appropriate audit checks, maintaining accuracy in financial transactions.
* Liaised with internal departments to ensure smooth account management and customer service.
* Maintained accurate reports of customer and client positions, facilitating decision-making processes.

Collaborated with local branches to improve customer service initiatives

**Sales Admistrator/ Wedding list concierge management**

House of Fraser, London

Aug 2006 – April 2014

Dynamic and experienced Sales Administrator/Wedding List Concierge with extensive skills in providing comprehensive administration support and delivering exceptional customer service. Proven track record in HR administration, cash management, performance management, and maintaining efficient back-office systems. Adept at identifying financial loss, ensuring compliance, and maximizing store profitability. Demonstrated ability to handle customer complaints, build strong

**Education**:

ACCA (Association of Chartered Certified Accountants) - Expected Completion [Month, Year]

Bachelor of Science in Accounting, [LondonMetropolitanUniversity],

Virgo Fidelis Sixth-form

Westwood Language College for girls

 **References**:

Available upon request