

[1] PROFILE:

Chartered Management Accountant with an interest in Information Technology and Business Intelligence.

Professional and conscientious with extensive manufacturing industry and health service experience.

Advanced skills: MS Excel, Access and SQL server experienced at handling and analyzing large quantities of data.

Data warehouse structure and Business Intelligence.

Specialist knowledge of Payment by Results, Product Costing, Profit Centre Reporting and Service Line Management.

Experience of project management, establishment of new organisations and the development and documentation of systems.

Has recruited, managed trained and developed staff.

Working as a Product Analyst helped government organisation to identify recurrent cost savings of over 200 million pounds per annum.

Provides company secretarial, accounting, and payroll service to a small to medium sized enterprise.

Comes highly recommended from previous assignments.

Enjoys new challenges, system development and staff training.

Provides services to both private sector and government organisations.

CIMA stands for the Chartered Institute of Management Accountants. Members in Practice are Chartered Management Accountants in professional practice that provide accounting and finance and information services to all types of business, but who are not direct employees of these businesses.

[2] SKILLS:

Chartered Management Accountant:

Strategic Management Accountant and Senior Manager.

Finance and Information (Product) Analyst.

Project Accounting, Management and Administration.

Activity based Costing.

Financial Accounting.

Company Director and Company Secretary.

Business Intelligence and Information Technology:

Database Architect and Developer (triggers, stored procedures, views, data cleansing).

SQL Server 2005 / 2008 Database Engine - Advanced (QBE)

Version Control and Documentation.

Office 2003, 2007 and 2010, Excel, Word, Publisher and Access (Advanced Certificate).

[3] EXPERIENCE:

Mar2013 to Jun 2013 Payment by Results Specialist / Information Analyst – South London Commissioning Support Unit

Supported the Business Intelligence Senior Information Analyst as a member of a multi-disciplinary management team based at the North West Surrey Clinical Commissioning Group. CCG's were established as new healthcare commissioning organisations on Apr 1 2013.

Applied advance Microsoft SQL server and Excel skillset to develop reporting of KPI's – Key Performance Indicators and Medicines Management (Prescribing) cost saving algorithms. Also created documentation and diagrams to record Organisation Information Flows and Reconciliation procedures. Assisted the Quality Manager with serious Incident Reporting and analysis of Patient Outcome Measures. Created hand over documentation material and provided staff training.

Dec 2012 to Mar 2013 Payment by Results Specialist – Calderdale and Huddersfield Foundation Trust

Supported the Assistant Director of Finance responsible for Income Processes to control and record contract variation submissions received from the Clinical Divisions, analysis to and agreement with by Clinical Commissioning Groups Managers. Input to the 2013/14 Activity and Income demand plan, including demographic growth, pivot tables and profiling to periods. Assisted with the payment by results road testing analyzing and applying the draft guidance and the draft and Final Tariffs. I also worked with the Health Informatics Service Chief Information Officer to develop a data processing engine to unbundled Outpatient Diagnostic Imaging and Simple Echo Cardiograms [ECG's] in a sophisticated and accurate way in order to meet the Secondary User Services [SUS] requirements for matching diagnostic examination records to outpatient attendance data.

Mar 2012 to Nov 2012 Interim Senior Income Manager - Isle of Wight NHS Trust

Set up hierarchical Income reporting structure and Business Intelligence reports in a new Oracle release 12 general ledger.

This structure has enabled the organisation to monitor and report its income achievement against plan at Specialty,

Analysis code, HRG code and Point of Delivery code levels. Provided Payment by Results Income Reporting and Patient Level

dataset expertise. Created reporting tool incorporating activity and income budgets, actual activity, income and variances

Established monthly routines and documented and trained staff how to create invoices and analysis journals.

July 2011 to Oct 2011 Interim SLR and PBR Accountant - South Essex Partnership University Trust

Created a site building usage apportionment database from 114 existing site survey occupancy worksheets.

Apportionment tables for energy, utility, rates, window cleaning and maintenance to composite cost centres.

Produced a ledger interface and costing model with a reporting hierarchy and applied it to produce Service Line Reports.

Feb 2011 to June 2011 Interim Service Line Reporting and Reference Cost Accountant - Solent NHS Trust

Provided Service Line Reporting and reference cost reporting set up work for a new organisation.
Set up Microsoft Access tables, control procedures and queries to interface General Ledger and Activity Reporting to a Synergy costing system. Created excel reporting solutions for use in reference costing and service line reporting.
Devised a reporting hierarchy for use in a Business Objects Universe.

Jan 2011 Finance and Information Consultancy - Croydon Healthcare Trust

Interfaced patient level information files to the Trust's SLAM Income pricing system. The file included the whole of trusts data ware house activity. This has led to an improvement in reporting timeliness.

Dec 2009 to Jan 2011 Product Analyst - Commissioning Support for NHS London

Created SQL queries to feed the Provider Performance Analytics Claims Management online web portal
Developed trend analysis for monitoring treatments of limited clinical effectiveness across financial years
Worked closely with the Public Health Analyst to calculate costs per 1000 head of population.
Identified potential recurrent cost savings of over 200 million pounds per year.

Oct 2009 to Mar 2010 Finance and Information Consultancy - Croydon Healthcare Trust

Developed a product that enables the comparison of income to costs by Healthcare Resource Group code [HRG]. The trust used this to develop cost and income comparisons by HRG.

Jun 2009 to 30 Sep 2009 Interim Income Accountant - Yeovil District Hospital Foundation Trust

Reported on Trust wide Income and produced variance analysis. Created a Microsoft Access front end interface to the SLAM Payment by Results [PbR] pricing system. Speeded up the monthly processing and improved financial and activity transparency.
Reconciled SLAM files to the Secondary User Service downloaded reports.

May 2009 Project Accountant - Mayday Healthcare Trust

Employed a software programmer to decode information outputs from the hospitals PISCES Theatres information system and provided accurate information on Anaesthetic, Knife to Skin and Recovery Theatre minutes for HRG Costing and Service Line Reporting. Set up a database that takes information from the patient administration system that cleanses and summaries for reference costing. Created a database that is used to import pharmacy drug issues and prepare invoice backing documents.

Dec 2008 to Apr 2009 Project Administrator - Royal Surrey Hospital Trust

Provided analysis for the HRG version 4 Payment by Results PbR road testing exercise. Studied and gained a good understanding of national PbR guidance and rules. Then went on to build a database to compare income by HRG code version 4 compared to version 3.5. This enabled the trust to accurately forecast income for Service Level Agreement [SLA] negotiations and long term planning,

June to Nov 2008 Financial Analyst - Mayday University Hospital Healthcare

Assisted with HRG4 Reference Costing and Programme Budgeting. Operated Service line reporting mechanisms using a previously developed in house solution using excel worksheets and SAPPs cost apportionment system.

Nov 2007 to Feb 2008 Software development - Royal Berkshire Foundation Trust

Employed a software programmer to help the trust develop Intranet drill down service line reporting.

Jan to Jun 2007 Royal Bournemouth and Christchurch Hospitals Foundation Trust – Finance Consultant

Set up an activity based charging for Radiology, Pathology and Theatres directorates to Specialty.
Data analysis that improved the theatres minutes element of annual reference costing.

Ongoing Since Nov 2006 Company Secretary and Finance Director – Softedge Limited

Set up company and established monthly reporting procedures. Monthly Payroll, Quarterly VAT return. Bank Reconciliation and Cash Flow Forecasts. Debtor control, Purchase Ledger, Expenses and Dividend payment. Annual Return and Company Secretarial. Preparation of Trial Balance and Accounts. Annual Accounts, Directors Report and Corporation tax computation.

Dec 2004 to Mar 2008 Finance & Information Consultant - Bury Primary Care Trust

Created a suite of 3 Microsoft SQL server databases that processed, combined and reported from patient level data comparing payment by results priced activity across five financial years.
Developed a space and time usage analysis tool.
Worked on Dental Service Contracts this led to 41 out of 42 of the contracts being signed at the implementation stage.
Produced a final accounts account code old to new code mapping that improved the final accounts process in a year in which a new coding structure was introduced.

Ongoing Since May 2004 Company Secretary and Director – RBCX Ltd (formerly Rainbow Connexions Limited)

Set up company and established monthly reporting procedures. Monthly Payroll, Quarterly VAT return. Bank Reconciliation and Cash Flow Forecasting. Debtor control, Purchase Ledger, Expenses. Annual Return and Company Secretarial. Trial Balance and Accounts. Annual Accounts, Directors Report and Corporation tax computation.
Designed stationery web-site and business cards etc.

Ongoing Since Nov 2006 Company Secretary and Director – Softedge Limited

Set up the company and operate administration, financial management and control.

Jul 2003 to Dec 2004 Divisional Accountant Surgery and Anaesthetics East Cheshire Hospitals NHS Trust

Budget setting, monthly actual expenditure monitoring, investigation of budget holder queries and variance analysis.
Attended multidisciplinary meeting on and calculated and agreed revenue cost implications of new day case treatment unit.
Orthopaedic / Prosthesis database set up and applied to improve the costing of joint replacement procedures.
Waiting list initiative costing of extra theatre sessions and out of hours working.
Deputed as the Division of Medicine accountant produced a detailed analysis of drugs expenditure.

Dec 2002 to June 2003 Project Accountant - Halton Primary Care Trust

Assisted the Head of Finance in setting up the monthly budget monitoring reports and the PCT's reporting structure and monthly accounting procedures, HQ and Primary Care and Health Promotion budgets New Opportunities Fund projects.

Oct 2002 to Dec 2002 Interim Management Accountant - Stockport Primary Care Trust

Interim Management Accounting Team Leader during the permanent appointee's notice period. Improve the timeliness of the monthly management accounts and to document procedures I also developed a budget history database and interfaced it to the trusts general ledger.

May 2002 to Sep 2002 Project Accountant - Whitby & Ryedale Primary Care NHS Trust

Assisted the Acting Director of Finance to set up the reporting structure and the initial budgets of the Trust as a part of a shared services arrangement using a Cedar data integrated ledger package This contract was for 4 months pending the appointment of the Director of Finance.

Apr 2002 to May 2002 Coda Implementation Project Accountant - Birse PLC

Joined a project team [on a 6-week assignment] to write the operational and management accounting reports using Cognos Impromptu. This followed the split of the previous company into 12 limited companies.

Nov 2001 to Apr 2002 Project Accountant - Southport and Formby Primary Care Trust

Seconded to the Primary Care Trust with the task of setting up a shared service general ledger as a part of an integrated Purchase Order, Accounts Receivable, Accounts Payable, General Ledger and Manpower System After an initial design and build phase I successfully tested the monthly timetabled procedures in preparation for the transfer of the permanent staff.

Jan 2001 to Nov 2001 Primary Care Trust Project Accountant - Sefton Health Authority

Set up the general ledger and financial procedures to enable the establishment new Primary Care Trusts. Interfaces to and from legacy organisations and systems.

Aug 2000 to Dec 2000 Project Accountant - South Lancashire Health Authority

The project was to construct a patient database to analyze and attach contract costs to patient records and to summaries and compare to contract control totals. A health related grouper was used to provide episodic and attendance records the resulting database contained practice, diagnosis and procedure codes. Documented the system and provided handover staff training.

May 2000 to July 2000 Project Accountant - Disability Rights Commission

Documentation and establishment of accounting procedures using Sun accounts.
Set up of petty cash procedures at 4 regional offices.
Staff training and problem solving.
Budget setting and inputs to the Strategic plan.
Creation of purchase order / conditions of purchase and procedures.
Assisted managers writing tender and contract specifications.

Jan 2000 to Apr 2000 Project Accountant - Calderstones Hospital Trust

Annual Budget Setting and Analysis.
Recharge Invoices, Site Decommissioning and Refugee Accommodation.
Income Generation Schemes Return.
Revenue to Capital Scheme Transfers.
Analysis of Hours provided to Social Care / Calculation of Contract Variation Payments.
Client Benefits information for Benefits Agency.
Annual Accounts – Charitable Funds.

Jul 1999 to Dec 1999 Interim Management Accountant - Olympia Furniture Ltd

Bank reconciliation, financial accounting and costing.
Purchase ledger and Payroll Accounting
Product Costing

Aug 1997 to Jul 1999 Production Accountant - G & J Greenall

Calculation of the standard cost of bottling line production runs and distillation processes.
Set up a cost and quality assurance database.
Analysis of non-conformances and quality issues.
Set up downtime database and automated reporting by chart summaries of daily statistical inputs.
Production line batch efficiency, summary reporting with monitoring charts.
Calculation of packaging waste liabilities and statistical returns.
Fixed Asset Register and capital charges.
Set up haulage cost and dispatch database system.
Set up pick list and orders due for dispatch and outstanding reporting.
Designed and set up purchasing, production scheduling and stock control reports.
Implementation Team member Tropos Production Control System / Coda Financials.
Cognos Impromptu Database Administrator.
Assisted in the implementation of an Oracle based Production Management System.
Interface to a Coda Accounting System.
contact point for production management information.
Gained advanced Microsoft Access skill set

Jul 1997 to Aug 1997 Interim Accountant – British Trimming Limited

Fixed Asset Register and calculation of depreciation using MS Excel.
Annual Budget Setting.
Preparation of end of year audit schedules.
Sock valuation.

Feb 1984 to Apr 1997 Senior Manager Assistant Director of Finance – Tameside & Glossop Health Authority

Divisional Accountant General Surgery.
Preparation of business cases and evaluation of development proposals.
Development of HRG costing system, in conjunction with an Analyst Programmer.
Operating procedure costing.
Interface of Costing System to the General Ledger.
Annual Specialty Costing and Programme Cost Returns.
Set-up new financial reporting structure by Clinical Division.
Financial input to hotel service teams engaged in competitive tendering and market testing initiatives.
Set up activity based recharging for Radiology, Pathology and Operating Theatres.
Created a budget history database for income, expenditure and manpower.
Budget setting, monitoring, variance analysis and board reporting.
Investigation of queries and advice to budget holders at all levels.
Investigation and financial appraisal of proposed investments and lease or buy options.
Calculation of the revenue consequences of major capital projects.
Project Accountant: Resource Management Project, New General Ledger System Implementation Project Manager
Management Budgeting System Project Accountant,
Unit Accountant Estate Management, Capital and Joint Ventures.
Psychiatric & Geriatric Services Unit Accountant

Oct 1977 to Feb 1984 Management Accountant - Ferranti Measurements Ltd

A joint venture company Ferranti and Siemens AG
Responsible for the Full Management and Financial Accounting function. (Management of 10 support staff)
Monthly Management Accounts
Value Added Tax
Annual Financial Accounts and Directors Report
Subsidiary Accounts Ferranti Ireland
Credit control and UK Invoicing
Export Invoicing
Cash Flow Forecasts and money market borrowing
Purchase Ledger
Cash book and Expenses
Organisation of Stocktaking and Stock valuation.
Maintenance of Standard Product Costing System
Investment Appraisal

May 1977 to Oct 1977 Assistant Cost Accountant – Ferranti Instrumentation Limited

Jan 1976 to May 1977 Trainee Management Accountant – British Nuclear Fuel Ltd.

Oct 1974 to Dec 1975 Engineering Estimator – James Stott and Co. Ltd.