

Your Name ACMA BA (Hons)

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PERSONAL PROFILE

A personal profile or Summary Statement is a great alternative to an Objective. Excellent manager who motivated multi-disciplinary teams, rescope and implemented projects on time, identified and managed risk, devised and rolled out policies and strategies.

Seeking a Senior role to utilise the Change Management and Systems Development life cycle experience to maintain data accuracy, and deliver large scale services and growth with a major client portfolio.

EXECUTIVE SUMMARY and ACHIEVEMENTS

- Completed the project development life cycle from concept, requirement gathering and plan to UAT and implementation; liaised with stakeholders and developers; focused on accurate information and reporting; used MS Project to track progress.
- Clearly able to use the excellent analytical skills to evaluate processes, drive forward improvement, and manage change after fully evaluating risks and opportunities in fast paced, evolving markets at Big Bank, Medium Bank, Small Bank..
- Demonstrated financial acumen when monitoring and reviewing budgets; presented reports; driven by tasks, action and the bottom line; maintained FSA compliance; experienced with money laundering; received financial product training.
- Accomplished leader and client relationship manager who built advantageous business partnerships; skilled at managing multi-skilled teams; performance and process improvement; interacted with senior personnel at Big Bank.
- An adept communicator who excelled at disseminating information up to Board level, trained people, completed HR activities, including recruitment and career planning, mentored personnel to complete UAT and implementation stages.

EMPLOYMENT HISTORY

May 2006 – Present Senior Product Analyst / Assistant VP Big Bank, London

- Completed parallel runs to ensure data accuracy for the key outsourcing project; also validated differences between systems without impacting the existing clients, analysed client reports, account position and root cause.
- Accomplished at producing costs in response to customer RFIs; this was based upon the fund complexity.
- Designed and authored systems requirements for new reporting tool, further tested Pooling functionality in the revised systems release.
- Redesigned the new basis point global pricing structure prior to its implementation.

Feb 2006 – May 2006 Consultant: Basel II Big Bank, London

- Carried out the analysis and design of the data feed requirements for implementation at year end.
- Successfully ensured that exception reporting and data was complete and accurate.

May 2005 – Feb 2006 Consultant: Pooling Functionality Big Bank, London

- Headhunted to support the product launch, trained employees, positioned infrastructure in Vienna for the roll-out.
- Co-ordinated with vendors, oversaw UAT testing of the innovative Pooling functionality that covered mutual and collective investment vehicle fund structures.
- Analysed reporting medium/structures, resolved ad hoc requests related to business as usual and regulatory requirements.

Sep 2004 – Mar 2005 Career Break – travel in Asia
Dec 2003 – Aug 2004 Fund Manager / Accountant ABC Ltd, Vienna

- Appointed to a senior role within a start-up Hedge Fund administration business.
- Developed internal systems management within a team that expanded to six full-time members.
- Built key relationships with US and UK blue chip and professional clients, produced valuations for funds within a global asset base.
- Produced fund statements of accounts, liaised with auditors to resolve issues from previous client administrators.

Nov 2002 – Oct 2003 Marketing Analyst Retailer, Reading

- Analysed sales in different markets, looked at new areas and recommended the new customer Loyalty Card scheme.
- Undertook data mining/extraction to resolve account queries, responsible for creating and consolidating departmental budget.
- Resolved budgetary slack issues; scoped costs for the new Oxford Street shop.

Dec 2001 – Oct 2002 Project Manager Big Bank, London

- Headed the Income Business Process Re-engineering (IBPR) project, ensuring that all data processing was correct.
- Planned then drove forward parallel running in a model office framework, investigated and resolved discrepancies between accounting systems; original in-house accounts and newly acquired client.
- Analysed and designed data interfaces that facilitated the receipt of market data from vendors such as Bloomberg and Reuters.
- Identified and amended fund position production methods within the central services.

Feb 2000 – Nov 2001 Senior Project Accountant Big Bank, Edinburgh

- Oversaw a small team, Swift messaging, data cleansing and accuracy of static data.
- Key member of the team on analysis, design, build and testing to migrate fund from the acquired fund management operation.
- Completed Gap Analysis for new client; tested and installed intra-day pricing system whose functionality was adopted Europe-wide.
- Initiated pricing and income functions for accurate reports, built accountancy system for UK and outsourcing operations.

1997 – 2000 Fund Administrator to Senior Business Analyst Different Big Bank

TECHNICAL SKILLS and TRAINING

IT skills: MS Office – Project, PowerPoint, Word, Excel, Visio, Outlook;
Integrated Custody System; Business Objects; CODA accounting software;
Sungard Invest One functionality for financial services; Lotus Notes

ACMA Associate Member: Chartered Institute of Management Accountants (2003)

1993 - 1996 BA (Hons) in Accounting 2:1 at Reading University

School: Three 'A' Levels, one AS Level, nine GCSEs

PERSONAL DETAILS

Nationality: British with full Driving Licence

Interests: Gym to maintain fitness; Travelling; Metaphysics; Watching sports

References: Professional references available upon request