

# *Curriculum Vitae*

**Scott Burton FCCA**  
7 Elm Crescent  
Worsley, Manchester  
Tel: 07813 028145

## ***EMPLOYMENT***

*June 2014-present*    **Head of Finance – Edward Mellor Limited**

Group of companies that included Estate Agency, Property Management, Property Development.

Responsible for:-

- Overseeing timely production of the management accounts by the finance department
- Management of 5 staff including one qualified management accountant and 2 part qualified accountants
- Production of weekly sales performance by key area
- Presentation of monthly board report with detailed commentary of the performance of the business
- Production and presentation of management accounts of other group businesses including nursery
- Presentation of monthly cashflow analysis to board with detailed discussion on cost savings
- Production of the annual budget and constructive input to the setting of sales targets and commission plans

Key achievements:-

- Creation of weekly performance statistics showing actuals against target
- Creation of management reporting pack to the board and creation of KPI's to assist the board make strategic decisions
- Creation of management reporting pack and financial projection model for nursery business with 2 sites and 1 in development
- Coaching assistant accountant to the point where they were able to produce a full set of management accounts and interpret them with little input from me
- Built new business reporting model, created key performance indicators showing how the company was performing or underperforming in each of the key areas of the business
- Building a good relationship with the sales department which did not exist prior to me joining

Systems used

- Pegasus opera 3, extensive use of excel including pivot tables, MS word

*April 2012-June 2014* **Financial Controller - UK Homemaker**

An owner managed SME in the retail sector offering non standard credit.

Responsible for:-

- Full production of the Group's management accounts using Sage with commentary and analysis against the company's financial KPI's.
- Reconciliation and management of the company bank accounts.
- Weekly management of debtors and creditors.
- Production of weekly sales and margin analysis by contract and variance analysis with full commentary to board.
- Weekly meeting with local managers to explain the financial performance of the business.
- Weekly cash flow analysis with cash projections and analysis.
- Production of the annual budget and monthly forecasts with commentary.
- Liaise with key management and staff to understand future sales and costs projections.
- Perform Company Secretarial duties to ensure that the company's statutory and legal obligations are met.
- Providing leadership to the finance team.

Key achievements:-

- Company had no financial reporting in place when I joined, I set up controls and processes in order to deliver monthly management accounts in a timely manner.
- The company was split into 2 separate trading entities prior to me joining I have successfully split the financial information across the 2 businesses
- The cash flow reporting controls were very weak prior to me joining, I implemented a new weekly cashflow forecast with 12 month projections based on forecasts and budgets.

- Create new reports to analyse the companies income streams.
- The company was not producing monthly management accounts, they are now produced monthly and discussed with the owner of the business.
- Because of a lack of management accounts the business did not have any analysis of it's overheads, I have created a new financial model which on a monthly basis analysis all of the businesses income streams and overhead costs this has enabled the owner to implement measures to increase profitability.

#### Systems used

- Sage Line 50 Accounts, Sage Payroll, Excel (inc Lookups Pivot Tables), Word, Crystal Reports, Sentinel

#### *April 2009-April 2012*     **Financial Controller - Ellfin Home Care Limited**

A £4m VC backed group comprising 2 domiciliary care agency businesses. The group employs over 200 staff and provides care to people in their own homes.

#### Responsible for:-

- Full production of the Group's management accounts using Sage with commentary and analysis against the company's financial KPI's.
- Reconciliation and management of the company bank accounts.
- Production of weekly sales and margin analysis by contract and variance analysis with full commentary to board.
- Weekly meeting with local managers to explain the financial performance of the business.
- Weekly cash flow analysis with cash projections and analysis.
- Meet with the Board of Directors regularly to keep them informed and to offer direction.
- Production of the annual budget and monthly forecasts with commentary.
- Liaise with key management and staff to understand future sales and costs projections.
- Perform Company Secretarial duties to ensure that the company's statutory and legal obligations are met.
- Liaise with the company auditors to ensure the statutory accounts are audited and completed in a timely fashion.
- Providing leadership to the finance team.
- Assist in the production of tenders to contracting local authorities.
- Provide IT support internally for the business and managing the relationship with our IT providers.
- Managing the relationships with key suppliers such as telecoms, IT, insurance etc to ensure that the company gets value for money.

#### Key achievements:-

- Company had no financial reporting in place when I joined, I set up controls and processes in order to deliver monthly management accounts in a timely manner.
- There was no key financial information reported, the company did not know how the margin was made up, I created a new weekly KPI report which broke down the margin by contract, this enabled the board to make much more informed decisions about which packages were profitable.
- There was no cash flow reporting done, I implemented a new weekly cashflow forecast with 12 month projections based on forecasts and budgets.
- Created a template that was used by the sales team to help them to tender for packages, I would also meet with the sales team to develop ideas and sales strategies.
- The balance sheet was incorrect and the company came under criticism of its financial accounts by it's auditors prior to me joining the business, one of the first tasks I carried out was a complete review and clean up of the company trial balance. This resulted in a clean audit report the following year which was highlighted in the audit report.
- The implementation of a monthly financial reporting pack which could be audited at any time.
- Project managed the implementation of new software system, allowing for much improved management information and simplified operational control.
- Procurement and implementation of a new phone system resulting in a 15% reduction of telecoms spend.
- Complete overhaul of the company's IT infrastructure to ensure business continuity and improve capacity and reliability
- Managing the company's cash position through periods of significant change.
- Reduction of the company overheads by constantly reviewing our supplier list.

#### Systems used

- Sage Line 50 Accounts, Sage Payroll, Excel (inc Lookups Pivot Tables), Word, Care Manager 3.

*March 2008-April 2009*    **Finance Manager, Avnet Technology Systems**

Avnet is a multi-billion Dollar IT distribution business listed in the US. The UK business turned over in excess of £300m split across 6 main product streams each with its own business unit director.

Responsible for:-

- Verification of monthly management accounts and review with the FD
- Reporting and providing commentary in a timely manner the management accounts into European Office
- Ensuring that the business had sufficient currency hedges in place to cover currency fluctuations regarding cash balances and stock holding.
- Ensuring accounts are compliant with both UK and USGAAP
- Reviewing key finance data with Business Unit Directors to identify key trends, areas of weakness and assist in developing a successful business strategy
- Providing detailed analysis of foreign currency gains and losses and taking steps to minimize losses
- Analysing performance against key performance indicators and providing feedback to the management team.
- Liaising with sales team to ensure that all rebates due to the company are documented and submitted in a timely fashion.
- Full analysis of rebates due from suppliers to ensure all rebates are received.

Key achievements:-

- Reducing balance sheet write offs by improving controls regarding rebates due
- Improved efficiency within the Finance Team by introducing better communication and improved team working
- Used previous experience of large corporate environment to project manage the implementation of new parent companies more complex reporting requirements
- Created reporting templates for the sales team to help them to achieve accurate reports for suppliers in order to gain maximum amount of rebates available

Systems used

- SAP ERP system, Excel (inc Lookups Pivot Tables), Word.

*April 2007-Feb 2008*    **Taxation Accountant, JTI Business Services**

Global tobacco business with multi-billion dollar turnover head quartered in Geneva with a shared service centre in Manchester.

Responsible for:-

- Providing senior management with analysis of taxation charge on quarterly basis
- Liaising and training global entities from Russia to Iran in tax reporting compliance
- Reporting correct tax analysis to the European head office in Geneva
- Making sure all aspects of direct tax are accounted for in line with US GAAP
- Advising and training entities of changes in US GAAP reporting
- Analysis of group ETR

Key achievements:-

- Updating existing tax pack thus reducing time taken to carry out analytical work for the FP&A team
- Building validation sheet into tax pack
- Implementing FIN18 reporting requirements across the group
- Creating spreadsheet for HQ tax department to enable them to collate information for the newly introduced USGAAP FIN48 reporting requirement

Systems used

- SAP Financials, Business Warehouse, Excel (inc Lookups Pivot Tables), Word.

2004-2007

**Corporate Accountant, Thermo Fisher Scientific**

Thermo Fisher Scientific Inc. is a global leader in supplying equipment and services to the scientific community. They employ more than 30,000 staff worldwide with annual revenues of \$10 billion, serving over 350,000 customers within pharmaceutical and biotech companies, hospitals and clinical diagnostic labs, universities, research institutions and government agencies, as well as environmental and industrial process control settings.

Responsible for:-

- Preparation of the 35 subsidiary UK Group consolidated accounts and ensuring that the audit of these is completed on time by working closely with the group auditors.
- Monthly US financial reporting for a number of entities and liaising with global financial controllers
- Building relationships with U.S. parent company's tax and legal departments in order to ensure that all statutory obligations are met.
- Reporting gains and losses on currency translation
- Building relationships with local financial controllers across multinational sites in order to get them working as a team to reach the same goal.
- Providing financial guidance and expertise to senior non financial managers in relation to business acquisitions and disposals.
- Giving technical guidance to group financial controllers in bridging the conversion of USGAAP to UKGAAP.

Key achievements:-

- Completing group consolidated accounts for UK group consisting of over 30 subsidiaries, many of which needed translating into UK GAAP. Previously this had been outstanding for 2 years.
- Reducing audit time by half by establishing a detailed consolidation model which enabled the audit team to fully understand the group calculations and the output to the statutory financial statements.
- Successful transition of a disposed subsidiary to the new parent whilst meeting statutory and legal obligations of the legacy entity.
- Asked to act as financial controller for business purchased by parent company when the entity financial controller left on short notice. This included building a good relationship with the existing accounts staff who were apprehensive about the future of the business in order to successfully complete year end.
- Successfully integrating the accounts of a business purchased by parent into 2 subsidiary entities by liaising with both entity controllers

Systems used

- SAP, Access Accounts, MS Navision, Hyperion, Excel (inc Lookups Pivot Tables), Word.

2002-2004

**Deputy Financial Controller, Club Travel 2000 Group Limited**

Responsible for:-

- Preparing monthly management accounts for the parent company and its largest subsidiary
- Consolidating the groups' financial statements for both the board members and the company's bankers
- Preparing accounts forecasts for the year ahead
- Ensuring that the company meets its statutory obligations with the CAA and ABTA and HMRC

Key achievements:-

- Put together controls and processes to ensure accurate reporting to ABTA, IATA and ATOL.
- Developed a monthly KPI pack in order to review all our sales and margins, this highlighted to the directors which routes where profitable and which areas were the best performers.
- Set up a weekly cash flow report.
- Worked closely with the IT function in order to develop a method of obtaining information from the companies booking system into a format in which we could report key financial performance.
- Achieved the Group objective of issuing group monthly accounts within 5 days of month close for the first time
- Developing new team members who had no previous accounts experience
- Setting up the both the sales ledger & cash book modules on the Pegasus accounting system
- Developed a reporting pack for a new airline that was set up by the business, including working closely with a new MD of the new airline in order to understand the different nature of this type of business function

*Jul 01- Feb 02*  
*1999-2001*  
*1998-1999*  
*1996-1998*

**Audit Senior, Haslam Tunstall Chartered Accountants**  
**Trainee Accountant, Edwards Veeder Chartered Accountants**  
**Internal Auditor, Stockport Metropolitan Borough Council**  
**Credit Controller, Brilaw International Limited**

### ***QUALIFICATIONS***

Dec 99 – June 01      An ACCA member from October 2001, became a fellow in 2006

1991-1993              BTEC National Diploma in Business & Finance

1986-1990              6 GCSE'S

### ***PERSONAL STATEMENT***

Married with two children, in my spare time I enjoy live music, going to the gym and eating out. Originally from Nottinghamshire I support Nottingham Forest and use the opportunity to meet up with friends and family at matches.