**SIMON BOWEN**

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**PROFILE**

As a senior Finance/Business Analyst with strong analytical and management accounting experience in the healthcare recruitment and financial services sectors I am able to effectively communicate and influence colleagues from front office staff to board directors.

**Achievements**

In my most recent assignment I have demonstrated my ability to quickly pick up a broad range of tasks from statutory accounting through to auditing for international accounting requirements as well as researching areas new to me for company projects.

In my previous recruitment sector positions I initiated and developed the monthly management reporting from divisional level down to location and team level, creating the ability to manage profitability down to a macro level. I also developed client activity/requirement profiling and candidate skill set analysis enabling more efficient and better focused sales and marketing activity and spend.

These achievements were made possible by working closely with both front and back office stakeholders from consultant to director level, obtaining their buy in to the initial concept through to process implementation.

**ACCOUNTING AND ANALYSIS TOOLS EXPERIENCE**

Microsoft Excel \* Excel Cubed \* Sun Microsystems \* Microsoft Access \* SQL Queries \* Safe Financials Accounting System \* Microsoft Dynamics AX \* Microsoft Word \* Global Integrator

**CAREER HISTORY**

**November 2013 - to February 2014 Aktiv Kapital – *Business Improvement Specialist***

**(4 month contract)**

*Aktiv Kapital is an investment company specialising in the acquisition and servicing of non-performing consumer loans. They have more than 7m customers in 15 markets and employ more than 400 people in Europe, North America and the Nordics. UK Turnover for 2013 was £65M with 125 staff.*

Reporting to the UK Finance Director, working on a short term contract to assist the finance department with the implementation of a new scanning system, year-end accounts and tax research.

Key responsibilities and achievements:

* Produced UK statutory accounts for three of the group’s legal entities
* Tested the company’s potential for UK Research and Development tax relief
* VAT group restructuring for three of the company’s legal entities
* Review of Expenses and Customer Overpayments SLAs and workflow
* Updated the Staff Expenses policy
* Responsibility for the implementation of the “Any Doc” scanning system
* Knowledge centre for MS Excel graphs and formula

**June 2009 - September 2013 Health Care Locums - *Business Analyst***

*Health Care Locums is a market leading recruitment agency in the healthcare sector with an annual turnover of £200 million and 250 employees.*

Working in the London office assigned to the social care care home/locum and permanent placement divisions employing over 70 staff in London and Leeds. Reporting to both the UK Finance Director and Divisional Sales Director.

Key responsibilities and achievements:

* Active member of the divisional management team providing statistical analysis to support short and long-term strategic decision making
* Weekly sales analysis and reporting using in-house company databases producing standard and ad hoc reports extracted from servers with SQL queries
* Ownership of Divisional Profit and Loss Account, ensuring accurate and timely production of financial statements to a tight monthly timetable including accruals and prepayments followed up with monthly performance commentary and exception reporting using SQL query tools and Excel modelling
* Preparation of annual Budgets and quarterly forecasts
* When I joined the company in 2009 management accounting wasn’t possible to divisional level. I developed the analysis tools/techniques to “see” the underlying data which gave greater visibility to individual transaction level in my divisions enabling more accurate and detailed management accounts to be produced. This was then rolled out to other divisions
* Financial planning for sales initiatives working with sales team leaders through to divisional MD with potential profit and loss impact
* Candidate/client skills and geographical analysis to assist with targeted marketing initiatives
* Response analysis ensuring value for money on marketing initiatives
* Initiated Client requirement profiling to improve sales effectiveness
* Employee survey analysis advising Human Recourses on staff engagement level
* Identified gaps in current front office forecasting reports enabling better exception reporting for more accurate sales predictions

**September 2000 – May 2009 AIA Europe Ltd, London, SE1 - *Finance Manager***

*AIA specialised in managing hedged and structured investment portfolios for European clients wishing to invest with US fund managers. Headquartered in New York with 25 employees in the US and London. Turnover US$40 million with Assets under Management of US$3 billion.*

Working in the London finance office, reporting to the Group Chief Financial Officer (CFO). Supporting/deputising for the CFO in the production and presentation of the company’s Management Accounts, to provide the Company’s Partners/Commercial managers with timely and accurate KPI analysis and to support and enhance the commercial division’s sales ability with project costing and financial expertise.

Key responsibilities and achievements:

* Liaising with European and US local accountants regarding timely production of local Profit & Loss accounts/Balance Sheets and dealing with local accounting queries
* Project managing the finance department’s/commercial division’s migration of company Assets Under Management portfolio and investment data collection from paper based medium to Microsoft SQL database. Thereafter management of the data collection process to ensure swift and accurate management reporting
* Developed the assets under management reporting from the previous paper / spreadsheet system to an integrated SQL based dashboard
* Key player in planning and implementation of the company’s migration from local accounting software to standard Sun Accounts Systems database
* Preparation/presentation of monthly Management Information pack with company KPIs
* Annual budgeting requiring consultation with partners and commercial managers
* Revenue/expenditure forecasting in conjunction with partners and commercial managers
* Cost control management of consolidated company overheads using variance analysis and consultation with local managers and accountants
* Sales Commission analysis/modelling to assist the company partners in deciding the most effective scheme to boost commercial productivity
* Financial modelling of commercial division’s sales initiatives to determine project viability

**June 1982 – September 2000 The Span Consultancy/Computer People Limited**

*Computer People Limited is a specialist IT recruitment agency with offices in the UK & Ireland. During my time with the company it employed 500 staff with 2000 IT consultants at any one time delivering an annual turnover of £300 million. Working initially in the analysis team in the Finance Department, I transitioned into the commercial division to provide financial support to the front office sales teams.*

***May 1999 – September 2000 Finance Analyst***

Based in Computer People’s London sales office with 25 IT Recruitment Consultants and managing a team of 4 customer liaison service staff. Reporting to both the Group Finance Director and Divisional Sales Director. Working directly with the sales force in developing new markets in continental Europe for the company’s IT software solutions and providing a project financial analysis facility to the front office sales teams.

Key responsibilities and achievements:

* Providing revenue projections and cost estimates for front office sales initiatives
* Managing a team of 4 who liaised with consultants and clients with account management responsibilities and gathering potential sales data. The service enhanced client contact and repeatedly resulted in additional opportunities for sales teams to exploit
* Selected to provide financial analysis as part of a special team to broaden the division’s sales activities to continental Europe. Being a key member of the team I was able to provide financial expertise to ensure the project met its financial criteria and local tax compliance requirements. The project ultimately increased the division’s turnover by 30% during its 18 month duration

***August 1994 – May 1999 Financial Analyst***

Working in the financial analysis team of Computer People’s London based finance department, reporting directly to the Group Finance Director. Liaising with and presenting to Regional Commercial Directors and branch Recruitment Managers.

Key responsibilities and achievements:

* Analysis of group IT recruitment revenues with budget/target variance. Upon joining the analysis team I identified a missed opportunity to accrue additional revenue which resulted in the company initiating an overhaul of the margin accounting software. The impact was to add several tens of thousands of gross margin to the monthly accounts
* Part of the team compiling the company’s annual budget requiring close liaison with regional sales directors and front office managers to compile business plans. Converted these budgets into regional sales targets and presented them to regional sales directors
* Ad hoc financial analysis, as required

***June 1982 – August 1994 Accounts Assistant***

Joined The Span Consultancy Ltd, a specialist IT recruitment consultancy, prior to its acquisition by Computer People Limited. Working directly for the Company Accountant.

Key responsibilities:

* Analysing business performance and project costing
* General accounts duties dealing with accounts Payable and Receivable ledgers
* Company payroll
* Staff expenses

**PERSONAL DETAILS**

Status Married

Nationality British

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**REFERENCES**

Mr Ian Ketchin Mr Steve Hockey

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