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| **Joe Bloggs – Chief Finance Officer** |

**Tel: 0777 000 000;** **Email: someone@email.com**

**Profile / Summary**

A CIMA qualified **CFO,** adept at creating robust financial management and financial governance capability for rapidly growing organisations to protect cashflow and profitability. Key strengths include: analysing and interpreting financial accounts and business performance data and producing insights for C-level leadership that ‘cuts to the heart’ of where business performance is failing or can be improved; leading major finance change initiatives to improve financial management and reporting capability, delivering maximum value to the business at optimum cost; assembling and leading high performing finance teams, combining robust performance management with strong leadership to deliver a best-in-class finance service to the business; and developing superior management information systems capability to provide enhanced business intelligence that underpins strategic and tactical business decision making.

**Key Skills**

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| * Financial and Management Accounting
* Business and Financial Strategy
* Corporate Finance Due Diligence
* Forecasting and Budgeting
* Financial Modelling
* Systems Transformation
* Digital Strategy Development
 | * Project Management
* Commercial Feasibility Analysis
* Business Case Development
* Change Management
* Team Leadership (up to 30 people)
* Risk Management
* Process Re-engineering
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**Career Highlights**

* ABC Ltd acquired a financially distressed cleaning services business. As Head of Finance, led major and critical transformation of the business. Performed detailed business audit; rapidly re-engineered credit management to reduce debtor days and improve working capital; analysed and re-priced services; ensured profitability across all contracts / accounts; restructured and recruited new management team; introduced new processes and systems; and professionalised financial management capability. Succeeded in turning a £200k p/a loss into £54k profit within just 12 months and delivering £250k profit in year 2.
* 1234 Ltd made a strategic design to expand across the UK and Europe. As Head of Finance, played a key role in setting up 2 new business units in Leeds and Frankfurt. Performed extensive financial and commercial feasibility analysis; created business case and wrote business plan; developed financial management infrastructure including people, processes and systems; embedded financial rigour across management team; and oversaw compliance with local regulations. Succeeded in setting up 2 businesses with robust financial management that underpinned profit within 24 months across both business units.
* XYZ’s Finance department required transformation to create a high performing ‘trusted partner’ for the business. As the newly appointed Head of Finance, led financial transformation programme. Performed audit to identify SWOTs; exited under-performing staff; recruited new hires; introduced new performance management framework; re-engineered financial processes and controls; improved systems and reporting capability; and built relationships with key stakeholders. Succeeded in developing a high performing and business partner orientated finance department, improving internal approval rating by 15%.

**Career History / Work Experience**

**March 2013 to Present: 1234 Ltd: Head of Finance**

1234 is a specialist technology business with revenues of £25 million and a workforce of 500 people.

* Engaged as Head of Finance, reporting to the Group Finance Director, responsible for all financial management across the business’ European operations (6 sites in UK, France, Germany and Ireland).
* Manage a team of 8 including Senior Management Accountant, Management Accountant, Senior Financial Accountant, Head of Project Finance and 3 Finance Assistants.
* Assembled, led and transformed the finance department during period of rapid growth. This included setting up 2 new business units in Leeds and Frankfurt that became profitable within 24 months.
* Played a key role in M&A activity including due diligence for mergers, acquisitions and disposals.
* Led digitisation of the business, implementing enhanced financial systems and reporting capability.
* Provided financial analysis to underpin business decision making and developed financial model and business cases around several new business propositions.

**Key Achievements:**

* Restructured and enhanced the finance function in order to meet the strategic needs of the business, involving significant financial change management and IT transformation.
* Embedded finance business partnering model across the Group - introducing processes, procedures and controls to increase efficiency and financial governance.
* Led major cost rationalisation programme that reduced costs by 15%, increasing profit by £1.2M p/a.
* Developed reporting capability to underpin business decisions and ensure profitability from contracts.

**October 2010 to March 2013: ABC Inc: Group Finance Manager**

ABC Ltd is an award-winning cleaning services business with 120 employees and a £20 million turnover.

* Headed-up the finance function for 4 business units within a £20 million turnover group. Led an efficient and effective finance function to ensure delivery of the Board’s financial strategy.
* Managed a team of 3 including Financial Accountant, Management Accountant and Assistant Accountant.
* Created Board Report including KPIs, forecasts, management accounts and commentary.
* Provided financial analysis to inform decision making, ensuring business strategy was underpinned by sound financial and commercial justification.
* Led process re-engineering and system transformation to improve the production of financial and management accounts. This included migration from Sage to QuickBooks Enterprise.

**Key Achievements:**

* Led post-merger integration of two international subsidiaries and developed financial and business strategy that increased profit by 11.5% within 12 months of acquisition.
* Reviewed financial processes and reduced management accounts reporting from 2 weeks to 2 days.
* Project managed implementation of Self Bill system including project planning, liaison with IT and subsequent change management. This delivered efficiency savings of £120k per annum.

**Earlier Career**

* 01/2006 to 09/2010: Magpie Ltd: Accountant (contract)
* 09/1997 to 11/2005: Black’s Entertainment: Financial Controller for UK & Europe
* 01/1997 to 08/1997: Telecom Inc: Financial Accountant
* 07/1995 to 10/1996: Tintagel Specifications Ltd: Financial Controller
* 09/1993 to 07/1995: Pixie Tech UK Ltd: Accountant
* 06/1987 to 09/1993: Howe’s Chartered Accountants: Internal Accountant / Auditor

**Education & Qualifications**

* CIMA Qualified Accountant (first time passes)
* BA (Hons) Business Administration (2.1 Grade)
* Secondary Education: 3 A Levels (B, B, C Grades) and 8 GCSEs

**IT Proficiency**

* Sage Line 50, QuickBooks Enterprise, SAP, Excel (advanced), Word

**Personal Details**

* Address: Bingley, West Yorkshire, BD00 0BD
* Driving Licence: Full UK (clean)

**Recommendations**

“Joe is pragmatic and gifted finance professional and leader. This pragmatic approach combined with his positive approach to challenges differentiates him from many "average" Finance Managers I have worked with. Joe is no nonsense, hard-working and trustworthy and has a knack of driving through tangible business benefits through carefully thought out transformation initiatives” Bob Barnes, CEO, XYZ Ltd