

## **JAMES MORRISON**

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### **EMPLOYMENT HISTORY**

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#### **July 2009 – Present Research Ltd. London, UK**

##### **Finance & HR Manager**

I have been in charge of setting up the financial department and financial activities in the company, which has included completing the year end, submitting reports to the auditors, setting up financial procedures such as expense reports, accrual procedure and daily cash flow management.

- Responsible for the daily management of the company's finances including month-end procedure, invoice collection, managing expenses and cost-cutting, forecasting cash flows, producing management reports.
- Develop and maintain company's budgeting process.
- Maintaining and ensuring timely filing of VAT return to the Inland Revenue and Annual filings to Companies House
- Working with the company's external auditors and CEO to complete statutory accounts and tax filings.
- Oversight of day-to-day transactions and payments to and from company.
- Working with all departments to install appropriate internal controls and to monitor regularly
- Adherence to agreed controls. Develop, maintain and update company's procedures manuals
- Responsible for HR duties such as the monthly payroll, ensure compliance with company policies and law where appropriate and maintaining & developing a skilled and competent workforce.
- Manages supervisors and other employees by establishing goals, allocating resources, assessing annual performance and recommending individual merit and promotional increases

#### **October 2008 –June 2009**

##### **Ad Pricing Analyst – Publishing Europe Ltd London, UK**

This publishing firm owns 400 magazine and journal titles popular with a European market. My language skills were invaluable in liaising with colleagues in the company's offices across Europe.

- Create management reports on ad revenue in the EMEA region. Analyse the results and present to management on weekly basis.
- Responsible for estimates for each sales account cross the EMEA region including coordinating the sales offices updating process to make sure estimates are up to date, creating and updating pipeline of sales activity, present forecasts on upcoming quarters to management.
- Gather performance data from the sales offices in EMEA, create revenue reports and report on quarterly and weekly sales results to head office in New York for the magazines in Europe and Asia.
- Co-ordinate with business offices worldwide in order to insure a common guideline is kept without creating exposure.
- Co-ordinate independent sales representative's commission – submit journal to month end report to accrual the amounts, reconcile the accounts.
- Point of contact to coordinate issues between departments as business office support. Build and analyse ad hoc reports.

#### **November 2006 – October 2008**

##### **Finance & HR Manager, Solutions Ltd, London, UK**

Solutions Ltd is a provider of professional services within IT to the Capital Markets. I started as 'Recruitment & Financial Administration Manager'. I was promoted to 'HR & Finance Manager'.

Financial duties (ca 80%)

- Work in close cooperation with the London Managing Director (MD) and other departments to ensure an appropriate financial policy framework was in place to guide the future growth of the UK office.

- Responsible for matching the forecast with end of month figures, prepare quarterly and monthly management reports such as top-line revenue, consultant utilisation and sales performance.
- Manage the accounts payables, invoice authorisation, monthly payroll and collections.
- Present the monthly revenue and receivables of professional services to head office in New York.
- Advise on likely financial consequences of all proposed courses of action to senior management and executive management.
- Plan and manage cash flow. Provide reports to MD and New York office on regular basis.
- Manage and maintain relationship with bankers, auditors, Inland Revenue and any other relevant third parties, prepare annual reports such as P11D input and pension scheme returns.

#### HR duties (ca 20%)

- Managing performance appraisal and salary / bonus review, providing guidance to line-managers /mentors.
- Provide advisory support and solutions of various employee matters as HSMP, leaves, disciplinary actions.
- Assure regulations are fulfilled in regards to employment law.
- Preparing and storing documentation in respect of all employee relations issues (i.e. flexible working, maternity, sickness, holidays, contract amendments etc.)

#### Ad-hoc duties

- Manage daily operations of the office, supervise front desk and make sure that administration was carried out correct and efficiently.
- Overseeing communication and daily activities between the departments and to HQ in New York.

#### July 2005 – Sept 2006

##### Senior Recruitment consultant, Jobs Ltd London, UK.

- Account manager for clients in the area of financial services and banking.
- Office manager; supervising daily activities and a team of recruitment consultants in the office.

#### June 2005 – October 2005

##### Recruitment consultant, Jobs Ltd, London, UK

- Account manager for clients in the multilingual and customer service sector.

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### EDUCATION

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**June 2008**      **CIMA (The Chartered Institute of Management Accountants)**  
**Ongoing: Certificate in Business Accounting**

Currently studying the fourth of five modules to achieve the first step in CIMA qualification. On completion, I will continue with the CIMA professional qualification.

**2002 –2005**      **University of Loughborough BSc in Business and Economics (2:1)**

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### LANGUAGES AND OTHER SKILLS

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#### Languages

**English** Fluent

**Swedish** Native

**Norwegian** Fluent

**French** Conversational – Intermediate.

**German** Basic

#### Computer Skills

Microsoft Office

Sage Accounts 50

Sage Payroll

PeopleSoft and SAM reporting

Minitab and X-or