Harjinder Panesar

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Education & Qualifications

2018	ACCA – Qualified
2010 - 2013	Wolverhampton University BA (Hons) Accounting &Finance: 2:1
2007 - 2010	Bales College, Kensington A Levels: Business, Math's, Law
2005 - 2007	Mayfield High School GCSEs (A Math's & C English)

IT Skills

- Accounting Software: Sage 50 Accounts, SAP, Sun, Xero, GP, QuickBooks , Yardi
- Payroll Software: Sage Payroll, IRIS
- Excel: Pivot tables, formulas, V Lookup's

Employment History

Accounts Payable Manager (Contract)

LIV Golf (Sporting)

February 25- Present

- Successfully cleared a significant backlog of employee expenses and vendor payments, ensuring up-to-date records and timely processing
- Played a key role in developing and implementing new accounts payable policies and procedures to improve efficiency and compliance
- Directly manage a Senior Finance Executive, providing guidance and support on day-to-day operations and professional development
- Lead and review weekly payment runs, ensuring accuracy and timely payments across multiple currencies and entities
- Conduct weekly expense audits and reviews to ensure policy compliance and accurate coding
- Process and enter supplier invoices across 13 global entities, ensuring all postings are coded correctly and processed within agreed timelines
- Perform monthly bank reconciliations for 13 different company accounts, identifying discrepancies and resolving them in coordination with the wider finance team
- Assist in the creation and maintenance of banking templates for annual payments to players and suppliers, streamlining high-value and high-volume transactions

Oct 24- Jan 25

Accounts Payable (Contract)

Realstar Group · (Real estate)

- Managed the full invoice lifecycle, from receipt through to approval and posting, ensuring compliance with internal approval workflows
- Supervised a team of four accounts assistants, delegating tasks, reviewing work, and providing training where needed to maintain accuracy and efficiency
- Oversaw payment runs, preparing and reviewing batches for weekly and ad hoc payments
- Supported AP operations across five separate entities, each with unique requirements and reporting structures
- Collaborated closely with internal accountants to resolve queries, especially related to audit preparations and year-end close
- Maintained the cashbook, including accurate entries and reconciliations for multiple bank accounts, supporting the month-end close process

Oct 23- Sep 24 Panmure Gordon (Investment Banking)

Accounts Payable Manager & Bookkeeper

- Receiving and processing all supplier invoices and employee expense claims in SAP Concur platform
- Leading in AP end to end
- Conducting payment runs twice a month using Barclays & Managing bank accounts on Barclays.Net
- Performing bank reconciliations for smaller accounts
- Assisting in building cost reports for the current merger
- Preparing prepayments journals for month-end
- Assisting with year-end journals for accruals, invoices, staff expenses, and Barclaycard transactions
- Maintaining direct debits, including posting invoices and payments & Ensuring accurate capture of invoice details
- Ensuring timely payments as per supplier agreements using appropriate systems and workflows
- Posting cashbook journals after payments
- Allocating paid invoices in Sun Systems, maintaining the Aged Suppliers report, and conducting daily checks on postings from SAP Concur
- Managing monthly reconciliation of supplier and employee expense accounts in Sun Systems
- Managing supplier accounts, payment records, and templates on the banking platform for new suppliers
- Ensuring correct posting and information collection for Barclaycard company credits
- Assisting with audits & Providing year-end assistance for AP invoicing
- Liaising with different departments to ensure timely payments
- Performing fixed assets and depreciation tasks in compliance with IFRS 16
- Managing static data, budgets, and all Concur user queries
- Resolving issues with SAP Concur in direct communication with SAP
- Ensuring accurate data feed from Concur to SUN (ledger)
- Pulling daily banking reports for risk department analyses

Feb 2021 – September 2023 Internews (Charity)

Finance Coordinator

- Helping with Audit; Internews has a number of different of audits which run at the same time. Serving from sampling, calculations, explanations and workings. Also, helping the audit manager do an audit plan for the coming year.
- Dealing with month end work from BVA reporting and assuring that budget figures are in a line with actual figures Doing alliance accounting on a monthly basis as part of month end
- Dealing with inter-company between IUS & IEU and being a part of the billing / invoice process . Making sure that the contracts between the services are correct and to date. Also, being the main point of contact for any intercompany workings and queries within the US and EU.
- Tracking intercompany projects and dealing with any queries.
- Undertaking the new software update and moving over to unit ERP.
- With the new ERP upgrade I have been helping with entering invoices, bank rec for a smoother transition.
- Helping with balance sheet reconciliations varying from payroll from different entities and inter-company. Dealing with backlog and maintaining rec’s on monthly basis.
- Timesheets; dealing with 60 + member of staff timesheets, in regards of backlog for the year and maintain on monthly basis. Also, dealing with the new process for timesheets and training current and new members of staff.
- Assisting management with staff allocation for projects
- Chasing for timesheets to be complete as apart of year end work and making sure leave balances are up to date; working closely with HR.
- Assisting with Year-end from ad-hoc duties & supporting with financial accounting support.
- Bank reconciliation back log for a number of accounts

- Dealing with Balance sheet reconciliation for many different accounts and Grants for the year and back log due to the software change.

May 2019 – December 2020 Istituto Marangoni (University)
Accountant Analyst

- Producing the Profit and loss as a part of monthly management accounts
- Assisting with Year-end, statutory accounts and audit which was conducted by EY.
- A weekly cash flow & Cash plan (due to Covid- 19).
- AP entering invoices, alongside do age creditor report.
- AR creating invoices ; entries and dealing with student refunds & overpayments (having around 1000 students)
- Bank reconciliation on a weekly basis.
- Month end duties from : accruals , prepayments , fixed asset (deprecation) including monthly CAPEX report to HQ, credit cards, petty cash, library income , intercompany (students transferring between Paris and Milan), commission calculations (including prepayments and accruals), loan interest Bank rec, payroll journal and irrecoverable VAT, Direct wages report.
- Doing on monthly basis balance sheet rec's for the major accounts (Salary, Accruals, Prepayments)
- Helping HR work on payroll ; also entering and paying self-employed invoices ; Establishing a process for payroll and self-employed tutors
- Filing VAT every quarter and doing payment to HMRC
- Payment runs Bi- weekly, producing payment reports.
- Helping with Fee collections for outstanding tuition fees (Trade debtors report);
- Supervising account assistant in regards to day to day to work, providing help when required. Also acting Finance manager while finding new manager.
- Training non finance staff for PO's, answering finance queries; also helping government regulations from finance aspect (HESA / Ofsted) Achievements
- Having better internal controls in place from saving files online and in the office; alongside payment confirmation

December 2018-March 2019 Tricor Group (Financial services)
Client Accountant

- Processing payroll for six clients on a monthly basis
- Alongside the processing payroll for the six clients also process the pension submissions
- Calculating and Submitting VAT returns for a number of a client
- Management accounts for three clients either in a monthly or quarterly basis

July 2018 - November 2018 London Doctor Clinic (Private equity backed) (FTC)
Accountant

- Helping with Management accounts as part of the month duties , which included reviewing the P/L & B/S
- Processing invoices on average 50 per week; also helping AR with cash count and bank rec
- Making a file to have all the rent agreements / lease agreements and helping in cancelling and setting up new DD, S/O for rent and for new clinic's
- Payment run (3 times a month); Payroll - Paying fixed employed staff, self-employed invoicing and processing and agency staff, Suppliers and finally, SOR
- Month end duties included Fixed asset (depreciation) ,Bank reconciliation - done on a monthly basis for 6 accounts which included 5 CC (also dealing with expenses for department heads) and one current account
- Payroll; Dealing with Self-employed invoicing, Fixed salaried doctors and Agency staff

March 2018 – July 2018 Marie curie cancer care (Interim)
Finance Assistant (AP)

- Petty Cash; Reviewing and entering journals on a monthly basis for all the shops (100+ stores)
- Credit cards; (all department heads) receiving purchase cards on a monthly basis. Reviewing and entering journals; also answering any queries.

- Standing order; checking if certain vendors are set up on S/O, making changes to any current S/O in place, setting up new vendors on the S/O. Also, reconciling the account on a monthly basis, S/O account and posting a monthly journal which agreed with the bank account.
- World-pay; reviewing and entering a monthly journal for CC machine charges.
- V1; Helping senior members of staff; to correctly reallocate invoices to the correct departments
- Year-end backlog- Started before the year end and I was there to help with the back log in regard to petty cash, CC, standing orders, world-pay journals. After, bringing up to date, it was then to uphold the work.

BPP university student Sep 2016 – March 2018 (Studying ACCA)

October 2014- August 2016 Vibrant Media

Finance Assistant (AP)

- Responsible for five offices in America; working in 3 different currencies.
- Processing on average 100 invoices a week and always checking that AP Sub ledger matched the ledger on a monthly basis. Which also resulted in payment runs on a weekly basis.
- Also, helping with credit control duties when required.
- Doing bank reconciliation on a monthly basis. Controlling, reconciling and entering DD invoices on a weekly/ monthly format. I also dealt with inter-company with the international companies.
- Dealing with Expense runs on a Bi weekly run, which also meant I was training members of staff to comply with expense policy which was updated to meet audit requirements
- Helping with audit request in regards to AP work (Grant Thornton carried out the audit).

July 2013- September 2014 SIPP LTD (Burger King)

Account Assistant

- A Burger King franchise - Dealing with 7 franchisee stores.
- Day to day work related to , VAT returns, checking daily cash, credit deposits, entering invoices, prepayment, intercompany journals and Bank reconciliation (this was required for each site).
- Additionally, I was carrying out payroll for all sites, for each site as employees were paid on a bi- weekly basis.