MUHAMMAD NOMAN

ACCA Affiliate Accountant | UK VAT & Bookkeeping Specialist

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noman LinkedIN

ACCA affiliate accountant and recent MA Strategic Financial Management graduate with 2+ years of UK-based experience in bookkeeping, VAT, and financial reporting. Proven track record at KBM Chartered Accountants and A & S Associates, delivering accurate financial statements, MTD-compliant VAT returns, and streamlined payroll processes. Developed Noman Tax Digital (NTD), a proprietary SaaS platform to simplify HMRC compliance for UK SMEs. **Offer lifetime platform access to employers as a value-add, eliminating IRIS/VAT software costs and streamlining compliance workflows.**

Skills

- Xero & QuickBooks: End-to-end bookkeeping, bank feeds, invoice automation
- Sage 50 & Sage Payroll: MTD-compliant VAT, RTI submissions, pension auto-enrolment
- IRIS Accounting: VAT return preparation, HMRC filings.
- Bank Reconciliation: Discrepancy resolution, ledger balancing (100% accuracy)
- VAT Management: MTD submissions, partial/exempt schemes, EC Sales Lists
- Payroll Processing: RTI, BACS payments, PAYE, NICs, P60/P45 generation
- Management Accounts: P&L, balance sheets, cash flow statements
- Advanced Excel: VLOOKUP, PivotTables, macros, financial modeling
- Financial Reporting: Year-end accounts, audit support, KPI dashboards

Experience

Bookkeeper / Assistant Accountant (part-time)

A & S Associates (GB) LTD | Jan 2024 – Present

- Conducted bookkeeping tasks using Excel, VT, Sage, Xero and QuickBooks software.
- Prepared and submitted VAT returns using IRIS software.
- Control account adjustment to prepare final accounts
- Performed bank reconciliation for various clients.
- Proficiency in Excel for financial data management.
- Experience with VT software for bookkeeping.
- Knowledge of VAT return processes using IRIS software.
- Conducted the bank reconciliations accurately.

Accounting Product Analyst & SaaS Developer (part-time)

Noman Tax Digital (GB) LTD | Jan 2025 – Present

- Development of a VAT MTD-compliant SaaS platform (NTD), focusing on simplifying VAT submissions and HMRC compliance for UK accountants and small businesses.
- Full-Stack Development: Built a React.js-powered accounting SaaS from scratch, enabling multi-client bookkeeping, financial reporting, and HMRC submissions (VAT/MTD). Integrated Python for data processing and AI modules.
- Product Leadership: Designed user-friendly accounting workflows (VAT management, dashboards, client portals) tailored to UK compliance, reducing manual work by 60%.
- Regulatory Compliance: Ensured GDPR/HMRC adherence by implementing fraud checks, sandbox API testing, and secure data handling (e.g., encryption, user role controls).
- Cross-Functional Collaboration: Partnered with accountants to validate features, optimize reporting accuracy, and align UX with accounting best practices.

Trainee Financial Accountant

KBM Chartered Accountants & Auditors | Jan 2023 – Dec 2023.

- Effectively manage sales and purchase records, using accounting software for smooth invoice processing and payment arrangements, ensuring direct communication with customers and suppliers as needed.
- To maintain strong accounts payables and receivables, process sales and buy invoices, and administer supplier payments and customer receipts.

- Perform comprehensive bank and petty cash reconciliations and rigorous preparation, reconciliation, and submission of VAT returns to HMRC.
- Perform monthly journal entries, manage accruals, prepayments, and depreciation, and ensure accurate control accounts for a thorough final trial balance and monthly management accounts.
- Prepare financial statements for limited firms and file company and self-assessment tax forms, including submission to HMRC.
- Engage in budget development, execute variance analysis, and carry out corporate performance analysis, demonstrating expertise in generating perceptive financial dashboards utilizing complex Excel functions such as Lookups and Pivot Tables.

Assistant Manager Accounts

SAFARIQ GROUP (Pakistan) | Oct 2016 – Oct 2022

- Prepare monthly and annual reports, Analysis, and cash forecast reports required by the CFO and Directors.
- Manage monthly Payroll sheet and company accounts, including payable and receivable controls.
- Deal with Banks to manage Company and project accounts and prepare statements & reconciliation.
- Manage and arrange final accounts for tax planning and report the findings to the CEO After the approval return has been filled.
- Collaborates with the other Import-export & construction department managers to support overall department goals and objectives.
- Review vouchers & payment requests, including proper backup documentation, to ensure compliance with rules and regulations.
- Work with each direct report to establish goals and objectives for each year, monitor progress, and advise on it to enhance staff professional development.

Education

MA Strategic Financial (Distinction) | from University of West London	Nov 2022 – May 2024
ACCA-UK (Affiliate) | from SKANS (PK)	Jan 2012 – Dec 2016
B.COM | from University of Punjab (PK)	Oct 2014 – Sep 2016
FIA-UK | from CAPs (PK)	Jan 2011 – Dec-2011
I.COM | from Lahore Board (PK)	Jan 2009 – Dec 2010
MATRIC | from Lahore Board (PK)	Jan 2007 – Dec 2008

Certificates

Digital Accounts Assistant Practical Training- Level 3	Awarded at Jun 2023
ACCA – Affiliate Status	Awarded at Sep 2017
ACCA – Professional Level	Awarded at Dec 2016
ACCA – Advance Diploma in Accounting and Business	Awarded at Sep 2016
ACCA – FIA (Foundation in Accountancy)	Awarded at Dec 2011

Additional Information

- Available for immediate start (upon 1 weeks' notice)
- Eligible to work full-time in the UK until Aug 2026 (no sponsorship required), seeking long-term roles with growth potential.
- References available upon request.