Ajaz Ali

Finance Manager - Classic Cleaners
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I am a mature Certified Management Accountant with over 35 years broad financial experience as well as extensive experience in various sectors. I have work in industry as well as Independently thus able to submit Annual Company Accounts and confirmation statements. Proven analytical ability applied to problem identification and implementing solutions have been my strong point and I have good attention to detail. I am fully conversant with Xero, Sage line 50, Commusoft, Moneysoft, SAP, Big Change, SimPro and Commusoft, CIS and various payrolls as well as Microsoft Office and I can take accounts to Trial Balance and further by producing detailed Management Reports to produce analytical and critical results to enhance departmental effectiveness and profitability. I am able to complete Audits as well as submit Statutory Accounts.

I pride myself in being versatile and adaptable and able to learn new things quickly. I have a wealth of experience and knowledge to produce meaningful accounts and detailed analysis enabling crucial decisions to be made for the Company’s benefit.

Work Experience

Finance Manager

Classic Cleaners
February 2018 to Present

Classic Cleaners are a chain of cleaners with whom I have been since inception. Here I have helped to open up each store by setting up the accounts and subsequently centralising the accounts to produce timely and meaningful Management Accounts. We started with one store and now we currently have 20 stores active.

Principal Activities

- Implementation of Xero, on time and with all controls set in place
- Entering of all Sales and Purchase Invoices, day to day maintenance of Accounts to Trial Balance
- Monthly production of Balance Sheet and Profit and Loss
- Bank and control account reconciliation's
- Detailed Monthly Management Accounts including budgeting, forecasting
- Payroll, P35's, P11D's
- VAT
- Prepare schedules for pre-audit work
- Negotiating leases etc.
- Company Secretarial work

Self- Employed Accountant/Bookkeeper

2010 to 2018

I became self- employed in 2010. I had a variety of clients for whom I did bookkeeping, Financial Accounts VAT and tax returns. Some clients required me to do detailed Management Accounts. This included but was not limited to:

- Purchase Ledger
- Sales Ledger
- Bank Reconciliations
- Petty cash Reconciliations

• Inter Account Reconciliations
• Payroll & CIS
• Management Accounts
• Auditors Prep work

Finance Manager

HM Prison Services

2008 to 2010

At HM Prisons Services I was working as a Finance Manager. This largely entailed monitoring and setting budgets within the prisons. Here I was monitoring spends from the smallest of things like toothbrushes to cost of providing Mental Therapy for prisoners. Tight schedules had to be maintained in order for the Prisons to be allowed budgets from the Government.

Principal Activities

• Analyse daily, weekly monthly and annual spends
• Compare actual spends against budgeted
• Comment on findings
• Suggest and procure new ways of saving money
• Create annual budget
• Breakdown annual budget into daily basis

Sauza - Senior Accountant

Tequila Company

1999 to 2008

Sauza is the largest Tequila Company in the world. Based in the UK I was the Sole Accountant responsible for day to day accounting for the UK as well as being responsible for Advertising, Marketing and Promotions for the rest of the world. This involved analysing the sales of the different Tequilas and producing reports on costing, profitability variances, monthly and YTD comparisons as well as budgeting.

This was a multi Million Dollar business involving multi-currencies. Sage line 50 was used as well as SAP. Responsibilities once again ranged from basic Bookkeeping right through to Detailed Management Accounts including and five and ten year strategic plans.

The principle activities were similar to that of Classic Cleaners, but with greater numbers and considerably more reports which were then presented to the Board of Directors in Mexico.

Principal Activities

• Accounts to Trial Balance on Sage Line 50 and SAP
• Inter Account Reconciliations
• Foreign Exchange Reconciliations
• Six week cash Flow Forecasts
• Production of Detailed Management Accounts
• Cash and Amex Reconciliations on Concur

Accountant

Sandfords Estate Agents

1994 to 1999

At Sand fords I was the sole Accountant responsible for the day today accounting functions of the company as well as collecting and distributing rents and deposits.

Software packages used here were Sage and MUS.

Education

South Thames College
1981 to 1984

BSc in Mathematics
Cardiff University
1979 to 1981

'A' Level in Applied Mathematics
South London College
1977 to 1979

'O' Level in 7 Subjects
Henry Thornton School
1972 to 1977

Skills

- Microsoft Outlook
- Budgeting
- Payroll
- Microsoft Excel
- Bookkeeping
- Accounts Payable
- Accounting
- QuickBooks