Candidate Name: Ranabir Chakravarty

Current Job Title: Financial Accountant (contract)

Skill Set Summary:

- Financial and Management Accounts: Extensive experience across multiple roles
- Budgeting: Experience in preparation, review, and variance analysis
- VAT Returns: Preparation and submission
- Cash Flow Management: Analysis and forecasting
- Inter-Company Reconciliations: Regular management
- Fixed Assets: Register maintenance and capital allowances computation
- Software Proficiency: MS Dynamics, Pegasus, Sage Line 50, Myob, QuickBooks, Xero, Microsoft Excel (PIVOT tables, SUMIF, V Lookups)
- Communication: Excellent skills
- Credit Control: Experience in managing trade debtors
- Payroll Accounting: Experience in processing and administration
- External Auditing: Liaising with auditors
- Chartered Accountant ACA: Professional qualification
- Experience: Over twenty years post-qualification work experience

Professional Qualifications: Chartered Accountant ACA (1998)

Education: MBA in Accounting
Heriot-Watt University - Edinburgh
September 2001 to September 2002

IT/System Skills: Xero, MS Dynamics, Pegasus accounting software, Sage Line 50 accounting software, Sage Line 50 Payroll processing, Myob accounting software, QuickBooks accounting software, Microsoft Word, Microsoft Outlook, Microsoft Excel (PIVOT tables, SUMIF, V Lookups), SUN accounting software

Resides: London, United Kingdom

Salary Sought: £60,000

Notice Period: Immediately available

Consultant Summary: The candidate is a fully qualified Chartered Accountant (ACA) with over twenty years of post-qualification experience. In the most recent role as a Financial Accountant at Dow Jones-London, responsibilities included balance sheet reconciliations, VAT returns, budget preparation, cash flow forecasting, credit control, and liaising with external auditors. The candidate also prepared management accounts and handled foreign currency reconciliations. Holding an MBA in Accounting from Heriot-Watt University, the candidate has demonstrated expertise in financial and management accounts, budgeting, and credit control. A key highlight from the career history is the reduction of payroll and benefits administration costs at MIT Limited through negotiation. Additionally, the candidate negotiated contracts with vendors at Beechwood Building Maintenance UK Ltd and successfully implemented VAT partial exemption calculations at Mediscript Limited. The candidate is proficient in various accounting software, including Xero, Sage Line 50, and QuickBooks, showcasing strong technical skills and attention to detail.

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Professional Experience

FINANCIAL ACCOUNTANT (CONTRACT)
Dow Jones London, UK
December 2024 - May 2025

Duties and Responsibilities:
Work responsibilities include the following
- Balance Sheet reconciliations and reviews of all group entities for monthly, quarterly and annual preparation and presentation of management accounts
- VAT returns preparation and submission to HMRC
- Budget preparation and review
- Cash flow statement preparation and forecasting
- Liaising with external Auditors
- Credit control
- Inter Company reconciliations on a periodic basis
- Review of accruals and prepayments
- Stock taking and reconciliation
- Preparation of the monthly management information pack
- Process purchase orders
- Foreign currency balance sheet reconciliations

ACCOUNTANT
London Business School London, UK
May 2024 - October 2024

Duties and Responsibilities:
Work responsibilities include the followings
- VAT returns preparation and submission to HMRC
- Cash flow statement preparation and forecasting
- Monthly Balance sheet reconciliations
- Inter Company reconciliations on a monthly basis
- Review and posting of accruals and prepayments on a monthly basis
- Preparation of monthly management accounts
- Preparation of the annual financial pack for audit
- Raising Purchase orders for procurement
- Reviewing fortnightly BACS payment runs
- Monthly and quarterly budget Vs actual variance analysis

COMPANY ACCOUNTANT
Schulte European Group London, UK
June 2023 - April 2024

Duties and Responsibilities:
Work responsibilities included the following:
- Preparation and submission of monthly CIS return to HMRC
- Daily recording of all financial transactions
- Preparation of monthly, quarterly, and annual financial statements
- Cash flow analysis and management
- Preparation of quarterly VAT returns
- Reviewing and management of monthly and financial year end accruals and prepayments
- Preparation of Annual Report & Accounts
- Liaising with external auditors and financial institutions
- Managing accounts payables
- Fixed assets Register maintenance

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- Preparation of capital and revenue budgets and variance analysis
- Managing the inter-company transactions and reconciliations
- Computation of capital allowances on fixed assets

FINANCE EXECUTIVE
MIT Limited London, UK
December 2019 - December 2023

Key achievement:
Reduced payroll/benefits administration costs by negotiating pricing and fees, while ensuring the continuation and enhancements of services.

Duties and Responsibilities:
Key achievement: Reduced payroll/benefits administration costs by negotiating pricing and fees, while ensuring the continuation and enhancements of services.
Work responsibilities include the following:

- Preparation of the monthly management accounts and reporting
- Presentation of the quarterly VAT returns
- Review of monthly accrual and prepayment
- Budget preparation and variance analysis
- Preparation of the year-end financial accounts
- Payroll accounting
- Fixed assets register maintenance
- Liaising with external auditor
- Preparation of job costing reports and analysis
- Inter-company accounts reconciliations
- Reconciliations of trade creditors statements
- Trade Debtors control
- Preparation of the consolidated group accounts

COMPANY ACCOUNTANT
Beechwood Building Maintenance UK Ltd Luton, UK
March 2017 - November 2019

Duties and Responsibilities:
Key Achievement: Negotiated contracts with vendors

- Maintaining and managing all the financial accounts of two limited companies
- Presentation of monthly management accounts to the directors
- Preparation of Cash Flow forecasts
- Managing the inter-company transactions and reconciliations
- Processing monthly and fortnightly payroll
- Preparation and submission of monthly CIS returns
- Preparation and submission of Quarterly VAT returns
- Reconciliation of major construction supplier statements
- Maintaining the Fixed Assets Register
- Computations of Capital Allowances on Fixed assets
- Trade Debtors credit control
- Reviewing and management of financial year end accruals and prepayments.
- Monthly reconciliation of control accounts
- Preparation of Annual Report & Accounts
- Liaising with external auditors and financial institutions
- Jobs costing codes and analysis

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FINANCIAL ACCOUNTANT
Mediscript Limited London, UK
November 2003 - January 2017

Duties and Responsibilities:
Key Achievement: Reviewed and implemented VAT partial exemption calculations in liaison with HMRC

- Managing the financial accounts of one limited company and four registered charities.
- Daily recording of all financial transactions.
- Preparation of capital and revenue budget reports.
- Cash flow analysis and management.
- Preparation of monthly management reports. Preparation of quarterly VAT returns.
- Monthly reconciliation of control accounts. #Credit Control.
- Reviewing and management of financial year end accruals and prepayments.
- Payroll accounting.
- Monthly current accounts reconciliations.
- Tax planning.
- Preparation of Annual Report & Accounts.
- Liaising with external auditors and financial institutions.
- Job costing codes and analysis.
- Managing accounts payables.
- Maintaining the Fixed Asset Register
- Computation of Capital Allowances on Fixed assets

ACCOUNT ASSISTANT
North West London London, UK
May 2003 - October 2003

ACCOUNTS & AUDIT TRAINEE
Samar Bose & Co (Chartered Accountants) London, UK
November 2002 - April 2003

FINANCE OFFICER
ITI Ltd Mumbai, Maharashtra, India
January 1996 - December 2000

ACA TRAINEE
Pricewaterhouse Coopers Kolkata, West Bengal, India
July 1992 - July 1995

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