Lakshika Pinnalawatte

12A, Manor Road, AL10 9LN, Hatfield

075 03 353590 | lakshi_herts@yahoo.com | https://www.linkedin.com/in/lakshika-pinnalawatte-08964a78/

PROFILE

A dedicated finance professional with over 12 years of industry experience, seeking a dynamic and challenging role to further advance in the finance sector and expand my expertise. Recognised for being a quick learner, highly adaptable, and confident in fast-paced environments, with a strong track record of delivering results in multinational organisations. A collaborative team player with excellent interpersonal skills, skilled in **relationship management**, **team leadership**, **problem-solving**, and **organisational efficiency**. Possesses strong written and verbal communication skills, enabling effective engagement with stakeholders at all levels, both internally and externally.

SKILLS

- Financial & Project Management: Extensive experience in **finance management, project oversight, and budgeting**, ensuring optimal resource allocation and cost control.
- Accounting Standards: Strong technical knowledge of **GAAP and IFRS** accounting frameworks.
- Professional Skills: **Excellent communication, presentation, and negotiation skills**, complemented by confidence and professionalism in diverse settings.
- Time Management: Proven ability to **prioritise tasks, manage workloads efficiently, and consistently meet tight deadlines.**
- Accounting & ERP Systems: Proficient in **Sage, SAP, Xero, Wave, and QuickBooks.**
- Property Management Software: Experienced in using **Propman** for property operations and administration.
- Data Analytics Tools: Proficient in **AARO, SPSS, and Power BI** for financial and statistical data analysis.
- Microsoft Office Suite: Advanced skills in **Excel, Word, PowerPoint, and Outlook**.
- Mobile Data Collection: Hands-on experience with the implementation and use of **KoBoToolbox** for mobile-based field data collection.

EDUCATION & QUALIFICATIONS

- **MSc in Management** - University of Hertfordshire 2023
- **MBA - Master of Business Administration** - University of West London 2020
- **CIMA - Fully Qualified** - Chartered Institute of Management Accountants 2014
- **Xero Certified advisor** - Xero Cloud Accounting Software 2017

WORK EXPERIENCE

Assistant Company Accountant | Trinity Estates (Pvt) Ltd — 2023 - Current

- Prepare **monthly financial statements**, including **Profit & Loss** and **Balance Sheets**, for five companies within the Group.
- Assist in the preparation of **accurate and timely consolidated financial statements** in compliance with applicable accounting standards and internal policies.
- Manage month-end activities, including **posting accruals, prepayments, depreciation, deferred charges, payroll, and lease journals**.
- Oversee the **month-end closing process**, ensuring journal entries and **variance analyses** are completed accurately and within deadlines.
- Perform **accrued and deferred revenue reconciliations** and conduct detailed **debtor and creditor ageing analysis**.
- Carry out **variance analysis** and provide insights on deviations from budget, supporting **cost control** and informed decision-making.
- Prepare **monthly intercompany reconciliation reports** and fulfil all **external financial reporting** requirements on schedule.
- Calculate revenue streams and generate invoices for recurring monthly fees (e.g., **management**, **company secretarial**, **out-of-hours services**, **Companies House filings**, and **performance fees**) across group entities.
- Manage **HMRC submissions** and payments, including **PAYE** and **VAT** compliance.
- Support the **year-end audit** process by providing documentation and addressing auditor inquiries.
- Contribute to the **implementation of internal controls** and the ongoing **improvement and optimisation** of financial systems and processes.

Accountant | PASS Asian (Pvt) Ltd — 2017 - 2021

- Prepared and analysed **monthly management accounts**, including **Profit & Loss**, **Balance Sheets**, and **Cash Flow Statements** to support strategic decision-making.
- Assisted in **budgeting and forecasting**, collaborating with department heads to develop accurate, data-driven financial plans.
- Performed **variance analysis** to identify key drivers of financial performance and recommended corrective actions to management.
- Acted as a key liaison with stakeholders to resolve financial queries and ensure timely corrections.
- Prepared and presented comprehensive **financial reports** for senior management, including **sales reports**, **debtor ageing**, **stock reports**, **product mix forecasts**, and **variance analysis**, highlighting key insights and strategic recommendations.
- Oversaw the **annual inventory close**, managing trackers for **stock losses** and **inventory depreciation** to ensure accurate valuation.
- Supported the maintenance and operation of **financial IT systems**, resolving technical issues and ensuring continuity of financial processes.
- Conducted **quantitative data analysis** using **SPSS (Statistical Package for the Social Sciences)** to interpret survey data and deliver actionable insights.

Accountant/Assistant Accountant | Fairway Holdings (Pvt) Ltd — 2014 - 2017

- Carried out **month-end group reporting** in **Sage**, including **Balance Sheet**, **Fixed Assets**, **Payroll**, **Debtor**, **Creditor**, and **Intercompany Reconciliation**.
- Played a key role in the **implementation of the Sage ERP accounting software**, including overseeing **data migration** and system testing.

- Initiated and led **monthly project progress review meetings**, analysing performance reports to track milestones and financial impact.
- Assisted with **payroll processing** and executed **bank salary transfers** in a timely and accurate manner.
- Managed the **invoice processing cycle**, ensuring proper **approval**, **coding**, and **matching** of invoices and receipts.
- Performed **cash management activities**, maintaining optimal liquidity and cash flow monitoring.
- Supported **month-end closing procedures**, including **Balance Sheet reconciliations**, account analysis, and review of financial entries.
- Conducted **periodic financial and variance analyses**, delivering actionable insights for budget control and performance evaluation.
- Prepared detailed **monthly management information packs** with **commentary and analysis** to support strategic decision-making.
- Assisted with the **review and assessment of Fixed Assets**, ensuring accurate tracking and valuation

Assistant Accountant | Tudawe Brothers (Pvt) Ltd 2011 - 2014

- Assisted in preparing **Financial Statements**, **Auditor Reports**, and various internal and external financial documents.
- Conducted in-depth analysis of **business operations**, including **trends**, **costs**, **revenues**, and **financial obligations**, to support forecasting and provide strategic financial advice.
- Managed all aspects of **Suspended VAT (SVAT)** processing, including handling **intercompany transactions** in compliance with regulatory requirements.
- Reviewed and verified **customer account balances**, resolving discrepancies in **accounts receivable** records to ensure accuracy.
- Performed and verified **weekly bank reconciliations**, ensuring alignment between internal records and bank statements.

Auditor | KPMG Ford Rhodes Thornton & Company 2010 - 2011

- Coordinated with **senior management**, the **Audit Manager**, and **Audit Partner** to identify and resolve complex or problematic audit areas effectively.
- Provided **overall supervision of assurance engagements** for clients of various sizes across multiple industries, ensuring quality and compliance.
- Reviewed **financial statements**, **auditor reports**, and other documentation following applicable **accounting standards** and **regulatory requirements**.

ADDITIONAL INFORMATION

Achieved **Distinction** in MSc studies and was recognised as one of the **top 10% high-achieving students** at the University of Hertfordshire.

REFERENCES

References are available upon request.

I hereby certify that the information provided above is true and accurate to the best of my knowledge and belief.

Date: 16/02/2025 **Lakshika Pinnalawatte**