

LOUISE HON

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This CV may be kept on file and distributed for employment purposes

Summary

A motivated and determined individual who is disciplined and has a desire to succeed. Recently completed training on a course for Introduction to Film Production Accounting; looking for opportunities in the TV/Film Industry and transferring my skills from the Finance Tech sector.

Completed a BA Business and Financial Management degree, achieving a first-class honours classification. Having to adapt and learn quickly early in my career in order to fulfil widely ranging roles and responsibilities has given me a desire to be continually challenged and look to expand my abilities and knowledge.

Skills

I am a detail orientated person whose precision has proven useful in my responsibility for payroll, invoicing and cost management reporting. Advancing to Management Accountant for the last 4 years has given me an eye for detail, developing analytical skills such as identifying key financial variances, investigating and resolving the issues causing them. Time management has also been key to ensure I am able to deliver the month end accounts and KPI reports to the relevant teams.

From a creative ideas perspective, I have been involved with the introduction of a number of new systems of work, and my input has been key in providing smooth transitions into automated billing and outsourced payroll.

Having worked from a young age in a wide range of interpersonal roles, I have nurtured skills in communication and teamwork, which I have taken into my professional career.

Work Experience/Voluntary Work

Legal and Finance Associate at Conferma – August 2020 – Current

- ❖ Heavily involved in contract renewals and pricing. I manage the relationship between the finance team and the legal team.
- ❖ Oversee the financial reporting to the board and Company Secretary, and condense financial & legal information into more easily understandable and informative summary.
- ❖ Control the legal and finance data into centralised company system, for access and distribution for over 100 employees.
- ❖ Management of CEOs additional business interests. Accounts, payments and contract renewals for sister company in property and leasing sector. Facilities management when required.
- ❖ Oversee the monthly billing ensuring reporting is created for Sales Team's KPI
- ❖ Processing payroll on a monthly basis, and managing expense accounts.

Management Accountant at Conferma – March 2016 – August 2020

- ❖ Billing monthly to over 100 commercial clients, implementing new automation systems to ensure accuracy and punctuality.
- ❖ Budgeting and forecasting on a quarterly and annual basis.
- ❖ Working with SQL/Database team to streamline data and reporting.
- ❖ Reporting of KPIS and customer performance to business development team.

Trainee Accountant at Conferma – January 2015 – February 2016

- ❖ Managing all month end processes and reporting to the Management team. Completing KPIs and sales target reports. Extensive knowledge in Sage. Processing weekly batch payments to suppliers and managing the cashflow of the company.

Business Development Executive at HCSS – August 2014 –December 2015

- ❖ As a Business Development Executive, I was trained to bring in new business for the company for compliance and financial software to the education sector. Computer skills were enhanced by use of Excel and Word. Organisation skills were necessary in the job role to prioritise work load. Trained to input data in the business's CRM system.

Work Experience at AstraZeneca - August 2013

- ❖ I did a week of work experience at AstraZeneca in the Global Finance Services Department where I was involved in organising payrolls and verifying parts of the balance sheets. I gained a valuable insight into accounting systems.

Volunteer/Work Experience

- ❖ Work Experience at Manners Pimblett Solicitors - July 2007
- ❖ Voluntary Community Service at Firbank Nursing Home, September 2008 - 2009
- ❖ Parklands Care Home September 2007-2008

Academic Qualifications / Training

- ❖ BA Business and Financial Management – *First Class Honours*
Manchester Metropolitan University 2011-2014
- ❖ A Levels: Business Studies, Textiles, History
Stockport Grammar School 2008-2010
- ❖ GCSE: Maths (A) English (A) Stockport Grammar School 2003-2008
Achieved 9 GCSES ranging from grade A-C
- ❖ Introduction to Production Accounts with Neil Cairns via ScreenSkills March 2021
- ❖ Introduction to Film Production Accounting course with LightForge Academy March 2021

Key Skills

- ❖ My first language is English, but in addition I can speak Cantonese fluently.
- ❖ Part CIMA Qualified

References: Available on request