

Helen Chalk ACMA, CGMA, BSc

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Summary

Chartered Management Accountant (CIMA) with over 15 year's experience working in oil and gas engineering & contracting, manufacturing, pharmaceuticals, hospitality and local government.

Highly analytical, deadline-driven individual who completes accounting activities with accuracy and speed and a commercial outlook. Excellent communication (written and oral) and interpersonal skills. Experience of delivering 'added value' to the organization by leading budget planning and developing effective finance management reporting systems and processes to measure, monitor and control performance.

Skills

- CIMA qualified
- Corporate & business reporting
- Governance, risk & control
- ERP software implementation
- Financial modelling
- Advanced excel user
- HR experience
- Value added tax (VAT) Management
- Statutory accounts preparation
- Leadership & management

Career History

September 2017 – June 2020

Freelancing – Awali, Bahrain

- **MRK1 Consulting WLL**
 - Assist company in selection and implementation of their first accounting software (Sage business cloud)
 - Training of directors on use of software
 - Production of monthly management accounts
 - Consultancy regarding VAT implementation and registration
- **The Jamilia**
 - Assist company in construction of first set of annual financial statements
 - Liaison with and assisting in appointment of auditors
 - Consultancy regarding VAT implementation and registration

October 2016 – August 2017

Finance Director – Somer Consulting Ltd, Exeter, UK

(Niche, performance improvement advisory firm).

- Director and shareholder in Somer Consulting.
- Responsible for all financial management and governance activities.

October 2016 – April 2017

Management Accountant - Devon Sweet Factory Ltd, Crediton, UK

(Leading UK confectionery manufacturer - Family owned business with a turnover of £5 million).

- Part of the leadership team reporting directly to the Managing Director.
- Assisted the MD in formulation and implementation of the Company's finance strategy.
- Managed the finance department through the start-up of the new business.
- Implementation of improvements to company's financial procedures and internal controls.
- Calculation and submission of the quarterly VAT Return.
- Responsible for production of all fiscal & financial reporting for the company in a timely and accurate manner.
- Responsible for payrolls of 25 Monthly staff and 60 weekly paid staff using Sage 50 Payroll.
- Implementation of improvements to company's financial procedures and controls.
- Mentoring of the accounts assistant relating to required training, performance improvement and allocation of tasks.
- Liaison with auditors, banks and other external bodies.

Management Accountant - Crediton Confectionery Company Ltd, Crediton, UK

(Leading UK confectionery manufacturer - Family owned business with a turnover of £5 million).

- Part of the leadership team reporting directly to the Managing Director.
- Assisted the MD in formulation and implementation of the Company's finance strategy.
- Managed the finance department through a period of change including the completion of January 2015 & January 2016 financial year ends.
- Provision of financial and HR information to potential investors.
- Discovered £80k unreported inventory in year-end stock take.
- Calculation and submission of the quarterly VAT Return.
- Mentoring of the accounts assistant relating to required training, performance improvement and allocation of tasks.
- Responsible for production of all fiscal & financial reporting for the company in a timely and accurate manner.
- Responsible for payrolls of 25 Monthly staff and 60 weekly paid staff using Sage 50 Payroll.
- Implementation of improvements to company's financial procedures and internal controls.
- Liaison with auditors, banks and other external bodies.

July 2015 – October 2015 (3 Month STC)

SAP Backfill Manager – Perrigo UK Ltd, Braunton, UK

(Leading UK Manufacturer of medicines and healthcare products. The company has a turnover of £150 million.)

- Assist the finance department through a period of change including financial year end date change and SAP Implementation.
- Reconcile inventory for two group companies.
- Calculation of slow moving and obsolete inventory provision for two group companies.
- Completion of Balance sheet reconciliations for inventory.
- Assisting in capital tracking and planning. Attending capex project meetings on behalf of the financial controller.
- Compilation of information for statutory accounts notes.

July 2012 - July 2014

HR & Finance Manager – The Dilmun Club, Saar, Bahrain

(An expatriate sports and social club located in the Kingdom of Bahrain. The club has a turnover of GBP 1 million)

- Standalone position responsible for the overall Financial Management of the club.
- Provide strategic financial advice to the club's committee.
- Construction, implementation and continuous improvement of the club's fiscal & financial reporting for presentation to the Executive Committee in a timely and accurate manner.
- Implementation of improvements to club's financial procedures and internal controls.

- Responsible for the process of developing and implementing a budgeting and forecasting process which will lead to the club's first reportable annual budgets and forecasts.
- Management and mentoring of a department of 2 staff to improve technical knowledge and performance.
- Liaison with Banks, external auditors and government organisations.
- Responsible for all aspects of HR within the club including payroll, recruitment, disciplinary issues, obtaining work visas and liaison with the club's Public Relations Officer on these
- Liaison with various government ministries on issues such as health and safety, event permissions and building regulations
- Construction of club's first fixed asset register.

October 2011 – December 2011

Interim Chief Financial Officer – Gulf Markets International WLL, Bahrain

(A general trading company based in Bahrain involving divisions trading in Medical Supplies, Lifts & Elevators, Building Supplies and Security Systems. The company has a turnover of \$7.5mill and is part of the Al Fanar Investment group)

- Part of the leadership team responsible for the overall Financial Management of the company.
- Providing strategic financial advice to the company's Board of Directors.
- Responsible for the construction, implementation and continuous improvement of Company & Divisional fiscal & financial reporting for the submission to the Board of Directors in a timely and accurate manner.
- Implementation of improvements to company's financial procedures and internal controls.
- Developing and implementing a budgeting and forecasting process.
- Management of cash flow including liaising with banks regarding the negotiation of finance facilities.
- Management and mentoring of a department of 7 staff to improve technical knowledge.
- Liaison with external auditors
- Arranging, attending and providing company law and financial expertise at Board of Director's and Shareholder's meetings of our subsidiaries and GMI.

March 2010 – August 2011

Financial Controller – Gulf Strategic Partners, Bahrain

(GSP provides industrial cleaning and decontamination contracting services to the Oil & Gas Industry. In 2010 turnover was \$13 million from operations in Bahrain, Saudi Arabia, Qatar and other countries worldwide)

- Reporting to the CFO
- Responsible for the construction, implementation and continuous improvement of all fiscal & financial reporting submitted to the Board of Director's in a timely and accurate manner.
- Responsible for the development and implementation of a budgeting and forecasting process.
- Monitoring of expenses, income activity against budget and forecasts.
- Successful management of cash flow through a period of extreme cash rationing.
- Assisting the CFO with the provision of financial information required for company valuation and potential investors.
- Managing the department during an extended period of absence by the CFO which coincided with a period of political unrest and instability within Bahrain.
- Manage and develop two accountants to achieve departmental objectives and improve skills and knowledge.
- Responsible for overseeing the successful implementation of SAGE ACCPAC ERP system.

Education

- CIMA (Fully Qualified) – BPP – Bristol - 2008
- BSc (Hons) Accountancy (2:2) – Cardiff University - 1997

Interests

- Scuba/Pearl Diving
- Cooking
- International Travel

Personal Details

- Born 27/07/1976
- Married
- UK Citizen

References are available on request.