

Mark Calvert

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Summary

I am a Management Accountant with over 20 years of experience, working in the Construction Services and Insurance industries. I went self-employed in July 2018, currently doing short-term contracts up to 12 months. I have extensive experience of Management Accounts production (P&L, Balance Sheet, reconciliations, KPIs), and communicating with management at all levels

Key Skills

- MS Excel to an advanced level including macros, modelling and process automation
- MS Word and Powerpoint
- Cognos Analyst (BI software) model building and implementation
- Financial modelling for P&L, Balance Sheet and Cash Flow

Employment History

Freelance Management Accountant. Mark Calvert Consulting, Harrogate, North Yorkshire. Jun 2018 - present
<https://www.mcalvertconsulting.co.uk>

Management Accountant. Broker Network Limited, Knaresborough, North Yorkshire. Apr 2011 - Jun2018

- Management Accounts production for Underwriting division
- Budgeting and Forecasting
- KPI reporting
- Insurance premium reporting to insurers and payments

Achievements

- Creation and management of Excel templates used for insurance premium calculation and documentation to fill gap in IT system
- Automation of client account statement creation and emailing using Excel and macros. Previously approximately 300 statements were posted out each month by first class mail. Solution created .pdf files and sent out as email attachments automatically, saving approximately £3,000-4,000 per annum
- Improvements in MI, trend analysis. Use of 12 month rolling averages to eliminate seasonality in key metrics to clearly show underlying trends

Management Accountant. Towergate Underwriting Group, Harrogate, North Yorkshire. Oct 2008 - Apr 2011

- Consolidation of P&L and KPI information for Underwriting arm of the business
- Aged Debt consolidation and reporting
- Provide cover for regional Management Accountant based in Stokesley

Planning Accountant. WYG Plc, Headingley, Leeds. Sep 1998 - Oct 2008

- Budgeting and Forecasting
- Balance Sheet and Cash Flow modelling
- Management Report consolidation and presentation
- WIP and Debtor Days consolidation and analysis

Achievements

- Implementation of Cognos software (BI software), model building and roll-out to business. This replaced Excel as budgeting and forecasting tool and gave managers in the business direct access to models and automated central consolidation
- Automation of employee credit card statement creation and email distribution. Paper statements previously received from card provider and posted out to cardholders for costing information and sign-off. Automated solution created using Excel report from card provider to create individual statements in Excel which were emailed to cardholders for costing information, sign-off and return by email
- Provision of hourly charge rate calculations to support a major project win (£multi-million). Detailed breakdown of overhead recovery rate calculations provided to auditor to justify rates

Purchase Ledger Assistant. PC Science, Boroughbridge, North Yorkshire. Nov 1997 - Sep 1998

Education

Harrogate Grammar School. 1985 - 1992

- 9 GCSEs (grades 5 A, 3 B, 1 C)
- 4 A Levels (Maths B, Geography C, Physics D, General Studies D)

Sheffield University. 1992 - 1995

- BSc (Hons.) Geography & Ecology (2.2)

YH Training Services, York. 1996 - 1997

- AAT Intermediate