

# PAMELA NICE - CURRICULUM VITAE

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I am a highly motivated, proactive and qualified by experience accountancy professional. Each role I undertake I give 100% and endeavour to make a difference through the application of my broad experience and enthusiasm. I am confident in taking the lead or working as part of a team to define and achieve the requirements of any role I perform.

Qualifications:	CIMA	Foundation Level
	BEC	Business Management
	RSA	Typing I, II, III, Accounting I & II

Computer Skills	<ul style="list-style-type: none"><li>• Excel (comparison pivot tables, lookups, advanced formulas) (various versions inc. 2016, 2013, 2010, 2007 and 2003)</li><li>• Word</li><li>• PowerPoint</li><li>• Outlook</li><li>• Windows 10, 7</li><li>• SAP (including using workflow)</li><li>• Hyperion (Essbase)</li></ul>
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## **WORK HISTORY :**

July 2011 - date

### **Nice Family Consultants Limited - Director**

- Creation and management of a limited company and consequential dealings with Companies House and HMRC.
- Setting up and maintaining company accountancy processes through the configuration of the online FreeAgent accountancy system.
- Responsible for accounting functions including cash flow, profit & loss, balance sheet, provisions, VAT, PAYE & calculation of Corporation Tax.

May 2016 –  
November 2016

### **Barclaycard - Finance Business Partner – Technology Finance**

Provision of financial analysis, support and guidance for the Agile work stream and the decentralised Testing function.

September 2014 –  
August 2015

### **Barclaycard - Finance Business Partner – PPI**

Working within the Financial Support area to the team responsible for processing repayments of Payment Protection Insurance, specific focus on retail bank activity and payment/information validation activity

- Proactively communicating accurate and timely financial information and variance analysis to stakeholders, up to and including Director level, to enable them to make the best business decisions.
- Cost up the commercial plans derived by the business taking account of FTE and supplier requirements, and any savings initiatives.
- Month end flash – estimating the financial position and highlighting risks and opportunities, variance to plan.
- Month end close, reviewing financial transactions ensuring accruals & prepayments, ETAs and provisions are booked and substantiated.
- High quality, commercially focussed ad-hoc MI linking operational information with financial performance to provide commercial insight and facilitate future operational and service level decisions.
- Creation and maintenance of complex Excel spreadsheet models to deliver monthly financial reporting to ensure that the business places appropriate focus on financial issues.
- Offshoring of standardised monthly tasks and training of offshore colleagues utilising WebEx to share files and communicate processes.

- October 2013 – August 2014 **Barclaycard - Financial Analyst – PPI**  
Working within the Financial Support area to the team responsible for processing repayments of Payment Protection Insurance.
- March 2012 – July 2013 **Barclaycard - Financial Analyst – Fraud & Collections**  
Working within the Financial Support area to the Fraud and Collections Team which undertook duties to prevent, identify and prosecute fraudulent activity and collect bad and doubtful debt from customers in default.
- March 2010 – July 2011 **Barclaycard - Financial Analyst – Strategic Investment Projects**  
Working within the Financial Support area to the team responsible for Regulatory and Mandatory Projects.
- Analysis of trends and detail related to underlying charges to provide a better understanding and more accurate prediction of future costs.
  - Accounting for capitalisation, accruals and prepayments and all ad-hoc journals to ensure costs posted correctly.
  - Development of a variety of complex spreadsheets, including analysis of RAF, to enable a reduced maintenance overhead and forecast to be uploaded to SAP.
  - Co-ordination of activity to validate monthly costs were stated accurately.
  - Creation of Change Programme tracker to draw together disparate project and activity costs into a single view.
  - Responsible for reporting of business performance against financial and nonfinancial indicators (KPI's and KVD's) and for development of management reports to meet individual business needs, providing commentary and recommendations on actions and risks where appropriate.
  - Monthly meetings with project managers to agree the financial position understand performance issues and consider future planning.
  - Preparation of budget and forecast reports for Change Board.
  - Reviewed and created process documentation and trained off shore colleagues on the implementation of selected processes.
- February 2010 – March 2010 **Santander – Reconciliation Accountant**
- Responsible for reconciling all ATM account flows (orders, replenishments, increments, decrements and re-banks) and the posting of journals to correct entries.
  - Identified the opportunity to improve BAU process flow through the merger of accounts. This prevented the necessity to create manual journals and improved efficiency by reducing complexity.
- January 2008 – December 2009 **Barclaycard - Governance & Control Analyst – Local Control Point**
- Quarterly cost centre manager attestation process in accordance with Sarbanes Oxley guidelines. Identified process improvement, specified and communicated the requirements and validated the development before implementing the change and transferring knowledge to colleagues which reduced processing time from 12 days to 1 day per quarter.
  - Ensuring appropriate controls around all cost centres, identifying improvements in the process and better use of technology.
  - Contributing to continual process improvement of both my area of responsibility and linked processes.
  - Assisting GL Controls to streamline manual procedures using advanced Excel functions to improve efficiency by way of lookups and pivot tables rather than manual checks.
  - Setting up/amending/closing GL & AR accounts, and associated cost and profit centres and projects within SAP.
  - Building and developing internal relationships within Barclaycard with managers, P.A.s and finance business partners.