

Curriculum Vitae



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Personal Profile:

I am a reliable, self-motivated and organised person with management experience in payroll preparation and audit procedures. My forte is the ability to prioritise tasks to meet tight deadlines with dedication and accuracy. I am a well-trained, adaptable worker with eagerness to progress and a passion to learn and succeed. I thrive on new and existing challenges and as a people person I can liaise and converse with colleagues at all levels.

Self Employment History:

Payroll / Audit Officer - (NAECI specialist)

Jan 2014 - present	IMS Bottrop	Ferrybridge Power Station (Project Contract)	(Project Contract)
Jan 2014 - present	Natus	Ferrybridge Power Station (Project Contract)	(Project Contract)
May 2009 - April 2011	Montage Vermeesen/ Setilgest/Gudex	<i>Dong Energy CCGT</i>	(Project Contract)
Dec 2007- Feb 2009	Kurotec	<i>Ferrybridge Power Station FGD</i>	(Project Contract)
Sept 2007 - Apr 2009	Montage Vermeesen/ Setilgest	<i>Langage Energy Centre, Plymouth</i>	(Project Contract)
Dec 2008 - April 2009	Fonsecas and Fabio	<i>Langage Energy Centre, Plymouth</i>	(Project Contract)
Jun 2004 - Aug 2008	Montage Vermeesen/ Kurotec/ SFL/Cobermetal	<i>Cottam -Power Station</i>	(Project Contract)

Employment History:

March 2013 - June 2013	Howden UK	<i>Longannet Power Station</i>	Site Office Manager
Feb 2007 - Apr 2009	Amec	Lindsey Oil Refinery (Project Contract)	Site Office Manager
		Conoco Oil Refinery (Shutdown Contract)	
		Novartis Chemical (Project Contract)	
Nov 2003 - Mar 2004	Matsui Babcock	Novartis Chemical (Project Contract)	Tech.Clerk
July 2002 - June 2003	FLS Miljo	West Burton Power Station (Project Contract)	Payroll Office Manager
Nov 1999 - Jan 2002	Interserve	BP Chemicals - Hull - Chemical site (Shutdown Contract)	Timekeeper / Payroll Preparation /Audit
		BP Chemicals - Hull - Vam Etac site (Project Contract)	
March 1983 - Sept 1999	Ideal Boilers Ltd	<i>Systems engineering background trained in "Just in Time" procedures and Japanese manufacturing techniques Implementing new manufacturing Methods</i>	Systems Engineer
		<i>Responsibility for 5 Forklift truck drivers/ operators running a busy pro-active manufacturing stores consisting of work in progress and completed production parts / tooling</i>	Stores Supervisor

Experience Framework

Business Impact:

Decisions made reflecting the smooth running of the business
Program written capturing all ongoing costs, adapted for use by multi-national companies
sites Company directives and national policy procedures implemented
Volatile site controlled after devising / implementing new site specific payroll
system Workforce commitment enhanced by payroll stability

Customers:

Attendance at top level meetings with Unions, managers and directors
Liaise with Auditors and Clients regarding payments and conditions
Confidential employee queries
Maintaining relationships by listening and reacting to workforce concerns
On-site visit requested by management to solve payroll discrepancies
Site costings and budget responsibility to head office and auditors

Leadership and Teamwork:

Organise office and allocate task.
Train, develop and manage performance of team to meet business objectives
Motivate others to meet agreed targets
Various Just In Time procedures introduced

Innovation:

Headhunted to solve payroll systems and issues
Site specific data collation programs and spreadsheets devised
Bespoke payment system devised covering multi-skilled workforce at all levels
Specific programs for budget accountability and costings written
Adaptation and upgrade of existing work systems

Knowledge and Skills:

Sound knowledge of NAECI - Pay rates, Allowances and
conditions Site QS experience on projects
Budget accountability and costings experience
Computer literate - Good working knowledge in Microsoft packages (XL advanced)
Ability to organise and train others in new systems
Evaluate and solve complex system issues
Implementation, evaluation and reviewing office systems
Development and implementation of new working practices
Maintenance of personnel records and confidential reports
Payroll preparation, personnel and site issues, holiday entitlements, audit submissions and
accountability Production recording, graphs and other production related duties
Job evaluation and troubleshooting abilities

Communication:

Key input into team meetings with specialist advice given
Ability to communicate at all levels
Approachable friendly professional disposition

Accountabilities:

Achieve agreed weekly / monthly targets with UK and multi-national European companies
Answerable to everyone from employees to directors
Budget accountabilities to head office accounts / auditors

I hold a UK passport and a clean UK driving licence.
References and information on previous positions are available on request

Contract History

Company	Nationality	Location	Role	Contract		Auditor
NATUS	German	Ferrybridge	Payroll Preparation / Audit & NAECI Advisor	Project		Baker-Mallett
IMS Bottrop	German					
Howden UK	UK	Longannet	Office Manager	Project	Scottish Power	Internal
Montage Veermesen	Belgian	Bristol	Payroll Preparation / Audit & NAECI Advisor	Project	Severn Power CCGT	Baker-Mallett
Setilgest	Portugese					
Gudex	Hungarian					
Montage Veermesen	Belgian	Plymouth	Payroll Preparation / Audit & NAECI Advisor	Project	Langage Energy Centre	GPS
Foncecas And Fabio	Portugese					
Kurotec	German	Ferrybridge	Payroll Preparation / Audit & NAECI Advisor	Project	Power Station FGD	GPS
Amec	UK	Immingham	Office Manager	Project	Lindsey Oil Refinery	GPS
				Shutdown	Conoco Oil Refinery	
		Grimsby		Project	Novartis Chemical	
Montage Veermesen	Belgian	Cottam	Site Payroll & NAECI Advisor	Project	Power Station FGD	Audit Services
Kurotec	German					
SFL	Hungarian					
Cobermetal	German					
Matsui Babcock	UK	Grimsby	Payroll / Audit	Project	Novertis Chemical	Internal
Interserve	UK	Hull	Pauyroll / Audit	Shutdown	BP Chemical	n-a
FLS Miljo	Dutch	West Burton	Payroll / Office Manager	Project	Power Station FGD	Audit Services
FLS Miljo	Dutch	Eggborough	NAECI / Audit Advisor - Part time	Project	Power Staton FGD	Audit Services
Interserve	UK	Hull	Payroll / Audit	Shutdown	BP Chemical	n-a
				Project		Audit Services