

# Curriculum Vitae of Ellie Talbot

**Position:** Consultant

**Qualifications:** Studying for ACA  
Professional Stage 1

Warwick University:  
BSc (Hons) Psychology

Warwick Business School:-  
Diploma in Management Science and Operational Research

**Location:** Midlands



## Areas of Expertise:

- Preparation of Accounts
- Costing
- Management Accounts
- Management Information
- Internal Audit
- Capital Accounting
- External Audit

## Computer Skills:

- SAGE
- Microsoft Office including Word, Excel, Access & PowerPoint
- Lotus 123

## ASSIGNMENTS UNDERTAKEN

### Health Care Organisations

#### St Mary's Hospital NHS Trust - London

- designed and implemented costing procedures for Research and Development projects for a UK research and teaching hospital;
- negotiated with the lead research organisation to obtain back log funding;
- monitored the value of non commercial projects and their cost impact on the R&D levy.

#### Sherwood Forest NHS Trust

Merged the fixed assets of 2 Trusts to form a new combined NHS Trust. This involved:

- calculating the revised asset values;
- documenting new capital accounting procedures;
- completing the capital charges estimates for financial year 2002/03.

# Curriculum Vitae of Ellie Talbot

## **Birmingham Specialist Community Healthcare NHS Trust**

Preparation of monthly management Information for £30M Directorate,

- presentation of findings;
- investigations into significant budget variances;
- preparation of zero based non pay budgets;
- realignment of reserves and pay budgets to adequately fund non pay budgets prior to PCTs being established, to ensure equity funding is reasonable;
- analysis of significant Agency staff costs to ensure validity of payment and accuracy of coding.

## **States of Jersey Health & Social Services**

Devised a new budgetary system for 2002 for the main Acute Hospital in Jersey using zero based budgeting. This involved:

- analysing the composition of the expenditure for each cost centre;
- understanding the reasons for the expenditure occurring;
- discussing with cost centre managers how budgets could be reduced where an overspend was forecast.

## **Robert Jones & Agnes Hunt Orthopaedic Hospital NHS Trust.**

Investigated budget overspending of NHS patients, this involved:

- comparing expenditure levels to previous years;
- reviewing patient activity changes;
- analysis of non-pay expenditure.

## **OTHER PUBLIC SECTOR ORGANISATIONS**

### **Braintree District Council**

Best Value Services Review;

- benchmarking exercise of Environmental services to provide a comparison with other similar organisations;
- analysis of financial data to identify the most cost effective method of providing specific services within Environmental services.

## **COMMERCIAL ORGANISATIONS**

### **EHS Partners**

Produced detailed monthly management information for a \$20m US based Financial Services Company, from the UK location.

### **Britax International plc.**

Interim Assistant Accountant, incorporating:

- development and implementation of a system of monthly controls including the reconciliation of group inter-company balances;
- maintenance of general ledgers, cash book and fixed assets of two group holding companies;
- audit of Treasury Department transactions, including FX swaps, hedges and money market loans;
- assistance with year end accounts closure, and future period forecasting;
- general ad-hoc tasks to aid the Group Accountant.



# Curriculum Vitae of Ellie Talbot

## **GENERAL**

Assisted on external audits of large scale client accounts including;

- supervision of trainees;
- assisted with Reports;
- attendance of stock takes.

Preparation of financial and management information including reconciliation of all control accounts.

Responsible for the preparation of client Accounts including Corporation Tax, Income Tax and Capital Gains Tax computations.

Producing detailed monthly management information. Preparation of written reports to identify reasons for variances to budgets.