

# Elaine Alsop ACA DChA

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## PROFILE

Chartered accountant focused on working with charities and other voluntary groups in all aspects of their financial management, governance and strategy, including training and providing Independent Examination services.

Approachable, with strong communication skills, both written and oral, enabling successful working relationships with all levels of client staff and trustees and explaining financial issues in a practical and understandable way.

## KEY AREAS

- Working with Charities & CIC's in their accounting requirements
- Charity accounting and reporting in small/medium charities:
  - Receipts and Payments accounts
  - SORP (FRS102) compliant accounts
  - Trustees Annual Reports
  - Fund accounting
- Training treasurers and finance staff
- Independent examinations of charities registered in Scotland with income levels under £500,000 not subject to audit
- Financial information for grant and funding requirements
- Budgeting process and management reporting
- Developing effective internal control procedures to minimize financial risk
- Governance requirements surrounding appointment, inductions and ongoing training of trustees, their roles and responsibilities

## EXPERIENCE

2008 – date: **Charity accountant/consultant**  
**EA Independent Ltd (from 2017) and Consequent Ltd**

Working primarily with small and medium sized local charities, CIC's and other voluntary organisations with wide-ranging charitable objectives and areas of operation in all aspects of financial management. Recent achievements include:

- Providing training to treasurers in small/medium charities
- Implementing a budgeting and management reporting process that is understandable for a trustee board with little financial experience

- Establishing an internal controls system in a growing charity
- Working with a CIC to set up management reporting system
- Setting up and monitoring a weekly cash flow in a community group experiencing a funding crisis to assist in enabling the venture to survive
- Setting up fund accounts and appropriate accounting systems in small charities
- Advising new trustees on governance and strategy issues
- Assisting several charities through auto-enrolment, GDPR
- Preparing financial information for successful grant applications from local and national funders
- Preparing accounts in line with R&P and SORP (FRS102) requirements
- Performing Independent Examinations for a variety of charities

2002 – to date

**Various voluntary positions**

Working with several local community ventures, sporting groups and charities in a board/committee capacity. Roles involve treasurer, applying for grants and funding, implementing costing system and financial reporting.

1994 – 2002

**PricewaterhouseCoopers, New Delhi, India – Audit Manager (2001-02)**

**PricewaterhouseCoopers, Vienna, Austria – Audit Assistant Manager (1999-2001)**

**PricewaterhouseCoopers – Newcastle, UK (1994-99)**

Experience of a wide variety of sectors and companies ranging from small owner-managed to large multinationals. Considerable experience with education establishments, public-sector bodies and charities:

- Audit work: statutory accounts, grant claims and returns
- Providing client training on international accounting (in UK, Europe & India)
- Performing internal controls reviews, both because of suspected fraud and as part of internal audits of systems in place at colleges/universities
- Project managing the coordinating, requesting, receiving and collation of significant volumes of data and reports from international locations
- Experience overseas proved invaluable in learning to improve communication techniques and gain trust and confidence of client staff from a very different cultural background
- Training tutor role: recruitment processes, running courses for all graduate trainees, coordinating training and providing coaching and support

QUALIFICATIONS
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**Diploma in Charity Accounting (ICAEW) – 2017**

**MSc with Distinction in Charity Resource Management – Sheffield Hallam University 2017**

**Chartered Accountant (ICAEW) – qualified 1997**

**BA (Joint Hons) Mathematics and Accounting – University of Kent 1994**