

# Elaine Alsop

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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 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

- Charity accounting and reporting – including preparing SORP (FRS102) compliant accounts, Receipts and Payments accounts and Trustees Annual Reports
- Implementing a budgeting process, preparing annual budgets
- Preparing information for grant and funding applications, and providing financial reporting to meet ongoing funding requirements
- Establishing fund accounting
- Implementing management accounting and reporting systems
- Developing effective, efficient internal control procedures to minimize inherent and financial risks
- Independent examinations of charities registered in Scotland with income levels under £500,000 not subject to audit
- Governance requirements surrounding appointment, inductions and ongoing training of trustees, their roles and responsibilities
- Reviewing, improving and establishing strategies including service delivery and fundraising in line with the charitable objectives and public benefit requirements

## EXPERIENCE

2008 – to date

**Consequent Ltd – Charity consultant/accountant**

Working primarily with small and medium sized local charities and other voluntary

organisations with wide-ranging charitable objectives and areas of operation in all aspects of financial management. Recent achievements include:

- 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
- 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 an appropriate accounting system in several small charities,
- Advising new trustees on governance and strategy issues
- Assisting several charities through auto-enrolment
- Preparing financial information for successful grant applications from local and national funders
- Preparing accounts in line with the new SORP and FRS102 requirements
- Performing Independent Examinations for a number of charities

2004 – to date

**Various voluntary positions**

Worked 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.

2002 – 2004

**Career break**

2001 – 2002

**PricewaterhouseCoopers, New Delhi, India – Audit Manager**

Part of a team auditing and assisting Indian companies with international reporting – including client training. The experience proved invaluable in learning to improve communication techniques and gain trust and confidence of client staff from a very different cultural background.

1999 – 2001

**PricewaterhouseCoopers, Vienna, Austria – Audit Assistant Manager**

Based in the group responsible for audits of multinationals and or companies that needed to report under International Accounting Standards or US GAAP. Experience with clients in various industry sectors in Austria, Germany, Slovenia and Croatia. Skills gained that are transferable to the charity/voluntary sector include:

- Performing internal controls review as a result of suspected fraud
- Project managing the coordinating, requesting, receiving and collation of significant volumes of data and reports from international locations
- Assisting a Slovenian clients accounting team in their understanding of the international reporting requirements and procedures
- Providing training to junior team members

1994 – 1999

**PricewaterhouseCoopers – Newcastle, UK**

Involved in external and internal audit work as well as other business assurance practices working with clients in diverse industries including heavy engineering, financial sector, service industries, local authority, education and various charities. Seconded to internal training, as training tutor, for 18 months. Skills gained that are transferable to the charity/voluntary sector include:

- Significant involvement with internal audits of key financial controls and procedures in the higher education sector, university and various colleges
- Significant experience in statutory financial reporting and meeting regulatory requirements
- Involvement in several pieces of due diligence work and fraud investigations where confidentiality and integrity are key when dealing with client staff who are unaware of any investigation, and establishing close working relationships with key senior management
- Gained coaching skills and the ability to explain complex issues as a key element of both managing audit teams and communicating with client staff of all levels
- Training tutor role involved recruitment processes, running courses for all graduate trainees, coordinating their training with a financial training company, and providing hand holding support

QUALIFICATIONS
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Currently at dissertation stage of an **MSc in Charity Resource Management** at Sheffield Hallam University and completed all elements relevant for **Diploma in Charity Accounting** – expected graduation November 2017

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

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