

WARREN Z MOVING, BSc, Dip

P O Box 339, Charlestown
Nevis

email: zelmoi@yahoo.com
Cell: (869)662-6187

CAREER SUMMARY

An experienced Management Accountant with a strong corporate focus and financial discipline with expertise in:

- Financial Management
- Management Financial Reporting
- Budgeting
- Return Filing & Value Added Tax (VAT) Compliance
- Control Systems Development and Compliance
- Operations Management

AREAS OF EXPERTISE

FINANCIAL MANAGEMENT

- Daily monitor the cash flow of six companies
- Co-ordinate the reporting of information relating to financial obligations of the business entities
- Follow up with relevant Company personnel on debt collections and develop strategies for collections
- Organize and authorize settlement of financial obligations

MANAGEMENT FINANCIAL REPORTING

- Supervise and Co-ordinate preparation of monthly financial reports, inclusive of Statement of Financial Position, Statement of Comprehensive Income and Cash Flow for a travel agency, money service business, wholesale and retail outlets, pharmacy, vehicle rental business and insurance agency
- Prepare periodic reports that aid in inventory levels monitoring and management
- Organize regular meetings with management staff to review information that can be garnered from the computer systems that will aid in decision making
- Co-ordinate the provision to the management team of daily sales and banking information

BUDGETTING

- Review and compile relevant back ground information to aid in the budgeting process
- Prepare operational and capital budgets
- Review and compile business plans that cover short term and long term business activity
- Develop and co-ordinate preparation of reports that facilitate monitoring of actual business activity against that budgeted

RETURNS FILING AND VALUE ADDED TAX (VAT) COMPLIANCE

- Organize training of staff on recording of transactions in a manner that is compliant with the Value Added Tax Act 2010 of St. Kitts and Nevis
- Co-ordinate the monthly preparation of Value Added Tax Return for filing by the stipulated deadline for a travel agency, wholesale and retail outlets, vehicle rental business and a pharmacy
- Review systems and transaction activity to ensure tax compliance
- File annual return for business entities

CONTROL SYSTEMS DEVELOPMENT AND COMPLIANCE

- Organize duties of Accounting staff on a risk basis to ensure all activities undertaken are adequately prioritized
- Develop Cash, Fixed Assets and Delivery procedures that ensure compliance with Company policies
- Facilitate feedback through regular interaction with management and staff on implemented control systems
- Organize meetings with management and staff to address issues that could adversely affect operations and develop procedures that mitigate such risks
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OPERATIONS MANAGEMENT

- Assist with the selection of staff to fill vacant positions
- Assign duties to Accounting staff based on staff competence
- Plan department activities geared at meeting Company strategic goals and department operational objectives
- Co-ordinate the utilization of Company resources in keeping with budgeted expectations
- Organize Asset maintenance, repair and or replacement to ensure uninterrupted operations
- Purposefully coach and supervise staff activity

CAREER HISTORY

TDC Nevis Shipping Department Clerk	July 1996 – August 1996
TDC Nevis Accounts Department Accounts Clerk	August 1996 – May 2001
TDC Nevis Accounts Department Assistant Accountant	June 2001 – July 2003
TDC Nevis Accounts Department Chief Accountant	August 2003 – Present
TDC Nevis Ltd Company Secretary	August 2003 – Present
City Drug Store (Nevis) Ltd Company Secretary	July 2010 – Present
TDC Real Estate & Construction Company (Nevis) Ltd Company Secretary	July 2008 – Present
Fidelis Management Company Director	March 2016 – Present

EDUCATION

University of Leicester, Leicester, UK **2005 - 2010**
Post Graduate Diploma - Business Management

University of the West Indies, Cave Hill, Barbados **1998 - 2001**
Bachelor of Science (Economics & Accounts)

PROFESSIONAL DEVELOPMENT

- Anti-money Laundering and Counter Terrorist Financing (AML/CFT) workshop
(Compliance Aid / Pannell Kerr Forster, **2015**)
- Credit Analysis and Credit Management workshop
(Eastern Caribbean Institute of Banking and Financial Services, **2011**)
- Value Added Tax seminar
(Institute of Chartered Accountants of the Caribbean, **2010**)
- Risk Management and the Board of Directors workshop
(International Financial Corporation and ECSE, **2010**)
- Business Continuity Management Professional Development workshop
(Caribbean Development Bank, **2010**)
- International Financial Reporting Standards (IFRS) seminar
(Pannell Kerr Forster, **2009**)

COMPUTER/TECHNOLOGY SKILLS

- Microsoft Office suite competent
- Advantage Business Computer Systems

RELEVANT INTERESTS / HOBBIES

- St. Kitts & Nevis Chamber of Industry and Commerce-Nevis Division **2008–Present**
Treasurer
 - Nevis Historical and Conservation Society **2010–2012**
Treasurer
 - Nevis Community Choral Club **2010–present**
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