

## Rosa Mari Williams

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### PERSONAL PROFILE

A rounded sound professional with a recent master's degree in **Forensic Accounting** with accounting and financial qualifications enriched by **diverse commercial experience** with a passion for investigative processes. Experience in **audit** of local authority financial statements which highlighted a forensic approach to investigations supported by stringent evidence collection, document recording delivering supportive substantiation. **Skills** include development of robust internal controls, problem solving, **an eye for detail**, report writing and effective communication, dispute resolution and expert witnessing. **Court** experience on a personal level includes document submissions, addressing the court and working with a legal team together with academic practice of being cross examined in a virtual courtroom. **Academic** study developed time management, meeting deadlines and ability to work under pressure as well as self-development in academic writing and research. As a **manager** experience in team supervision and training, sound organisational skills and a good team player, ability to liaise on all levels. Keen to work in **forensic investigations**.

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### EXPERIENCE AND EMPLOYMENT HISTORY

#### Caernarfon County Court - February 2019 to May 2021

- Preparation and submission of Financial Statements to assist the court in Partnership dispute at dissolution.
- Preparation of reports as instructed by the court

#### Edlin Williams Accountancy - August 2010 to date

- Self-employed/freelance contractor preparing accounts and self-assessment tax returns for individuals, sole traders, partnerships and small limited companies
- Forensic accounting contractor

#### Shantih Marine LLP and Fodol Cottages – Owner manager October 2009 to date

- Preparation of Partnership accounts and submission to Companies House
- VAT returns
- Management of Fodol Cottages self-catering accommodation start-up; WTB grant submissions, set-up of administrative and accounting records. Application for WTB grading, preparation of sole trader accounts

#### Wales Audit Office – Seasonal Contractor 8<sup>th</sup> August 2015 to 9<sup>th</sup> October 2015

- Auditing local authority financial statements, European and Welsh Government grants.

#### Wales Audit Office – Seasonal Contractor - 23<sup>rd</sup> June 2014 to 28<sup>th</sup> November 2014

- Auditing local authority financial statements, European and Welsh Government grants.

#### Wales Audit Office – Seasonal Contractor - 24<sup>th</sup> June 2013 to 8<sup>th</sup> November 2013

- Auditing local authority financial statements and Welsh Government grants.

#### Carlton (NW) Ltd Celtica - Financial Accountant - April 2010 to July 2010

- Review financial processes, devise systems to improve financial controls and reporting in a retail outlet

#### Gelert Ltd - Management Accountant - June 2007 to September 2009

- Improved process controls and management of importation paperwork
- Instigated timely purchase ledger data entry to improve reporting
- Instigated electronic expenses submission
- Instrumental in instigating automated supplier BACS payments
- Assisting in preparation of management accounts and financial accounts
- Line management of three staff
- Overall responsibility for purchase ledger maintenance
- Cash management
- Telegraphic transfers, letters of credit, import loans

#### Students Union Bangor University - Finance Manager - February 2006 to March 2007

- Implemented electronic purchase ledger system to improve controls

- Retrained members of team in efficient data entry
- Improved calculation of complex wage data for temporary staff
- Oversaw accounting function of three entities, Undeb Trading Cyf, Undeb Management and the Students Union registered charity
- Preparation and presentation of management accounts
- Liaise with auditors and preparation of statutory financial accounts for three entities
- Supervised payroll and completion of monthly, and annual statutory returns
- Quarterly VAT returns
- Preparation and monitoring of budgets with departmental managers
- Preparation and monitoring of cash flow forecasts
- Line management of three staff

#### **Optpreneurs Ltd. OptIC - Bookkeeper/Accounts Assistant - 6<sup>th</sup> December 2004 to February 2006**

- Maintaining all accounting records and balance sheet reconciliations
- Assisting in the preparation of the management accounts
- Fixed Asset management
- Calculation of monthly salaries (processed by outside agency) and maintenance of employee records
- Capital grant claims including WDA audits
- Credit control
- All banking including reconciliation, BACS transfers, inter account transfers and petty cash.
- VAT returns and reconciliation
- Continuous improvement of financial controls; sales ledger management

#### **Cambrian Caledonian Ltd - April 2004 to November 2004**

New company formed by directors who purchased Cambrian Engineering (Cymru) Ltd.

- Set up the manual financial function of the new company
- Assisted development of Sage Line 50
- Cash management, authorisation of payments and daily maintenance and forward forecasting of cash flow budget
- Assisted the new directors with Due Diligence for equity investors, liaising with their solicitors and merchant bankers and transfer of IP.

#### **Cambrian Engineering (Cymru) Ltd in Administration - February 2004 to April 2004**

- Assisted the Administrators in preparation of financial information

#### **Finance Director and Company Secretary Cambrian Engineering (Cymru) Ltd - 1977 – February 2004**

(Prior to 1995, the company was known as Cambrian Lifting Equipment and Cambrian Ropes Ltd)

- Developed and supervised the administrative and finance function of the company
- Managed and trained a team of 4/5
- Developed production costing system for the manufacture of wind turbine towers
- Raised funding for capital projects
- Payroll and HR management from 5 to 150 employees

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## **EDUCATION AND QUALIFICATIONS**

**University of Portsmouth** – MSc Forensic Accounting, Merit, July 2018, – Financial Analysis and Modelling, Financial Crime and the Law, Expert Witnessing and Dispute Resolution, Financial Forensics and Investigation, Dissertation – *“Why do internal control regulations, procedures and legislation fail to prevent fraud?”*

**Professional Qualification** – FCCA, member since September 2012. Admitted as a fellow of the Association on 15 August 2017.

**Oxford Brookes University** - BSc (Hons) Applied Accounting (2:1) September 2011, Research project – *“An investigation into the adoption of Lean Six Sigma and ISO 9001 in Vestas Group from 2005 after they experienced serious quality issues and the effect this has had on the company’s financial position and market share”*

**Open University** - Certificate in Accounting 2004

**Cordon Bleu School of Cookery London** - Cordon Bleu Diploma

**Dacorum College of Further Education** - Private Secretary’s course: Pitman Shorthand, Typewriting RSA stage III, Advance Office Practice RSA Stage III

**Hemel Hempstead Grammar School - A level (2)** – History, Domestic Science, Use of English (University entrance)

**Corner Hall School for Girls - O level (7)** – English Language, English Literature, Economic History, Geography, Spanish, Cookery, Needlework

#### **Continuous Professional Development**

- Microsoft Excel February 2010 Management Centre Bangor,
- Emotional Intelligence February 2010 Management Centre Bangor,
- Forensic accounting
- Managing Workload
- Ethical Issues in Professional Relationships
- Advanced Negotiations for Accountants
- Anti-Money laundering
- Problem Solving for Accountants
- Becoming an Expert Witness
- **2015** – Certificate in International Public Sector Accounting Standards (ACCA).

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#### **SKILLS AND COMPETANCIES**

- Financial statement preparation and preparation and submission of CT600, SA800
- Auditing Local Authority statement of accounts, European and local authority grant claims.
- Cash management
- Fixed Asset management
- Inventory management
- Preparation and submission of manual and electronic VAT returns
- Intrastat and EC Sales returns
- Credit Control
- Payroll, manual and electronic and submission of monthly and annual returns
- Development of cost accounting systems within Cambrian Engineering (Cymru) Ltd
- Corporate insurance
- Regional Selective Assistance grant and local authority grant submissions
- Lodging of statutory returns
- Human Resource Management
- Sourcing funding for capital projects and negotiating finance agreements
- Buying and selling foreign currencies primarily the Euro and US Dollar
- Administration of Building Contracts in the construction industry and CIS
- Spanish speaker

#### **General Software**

- Microsoft Excel (intermediate)
- Microsoft Word
- Microsoft Power Point
- Microsoft Outlook,

#### **Accounting Packages**

- Microsoft Navision
- Sage Line 50
- Legerdemain (DOS)
- KCPOS Back Office accounting package for EPOS system including stock control
- IRIS
- Teammate

#### **Other Software**

- Sage Job Costing – integration with Sage Line 50
- Sage Winforecasting Professional
- Sage Payroll 2007
- KCPOS – electronic point of sale

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#### **Hobbies and Interests**

Cooking, yoga, sailing, swimming, running and keeping fit, reading

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**References** – Available on request