

# Phillippa Thompson

Tortola, BVI

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## Relevant work experience

### **July 2021 – Present: Senior Associate then Manager, PricewaterhouseCoopers (BVI) Limited**

- First post-qualification role, based in the British Virgin Islands.
- Started as a Senior Associate in July 2021 and promoted to Manager in July 2023.
- Working in a small team so assisting with all aspects of cases, from dealing with Know Your Customer requirements to asset realisation, dividend payments and case closure.
- Dealing with a range of case types, including insolvent liquidations, solvent liquidations, fund wind downs and receiverships.
- Assisting with complex asset tracing investigations leading to asset recovery.
- Liaise with counsel in relation to cross-border litigation.
- Assist with training for more junior members of the team.
- Conducting case planning meetings with the team and counsel.
- Drafting of statutory documents and reports on progress of cases.
- Designated as CSR lead for the office, organising events with local community and fund-raising initiatives.
- Designated as marketing lead for the office, being sole distributor of information via the office's social media platforms as well as organising business development events.
- Nominated as events committee member for industry networking group, RISA from July 2021 to date.

### **March 2021 – June 2021: Vaccination Program Administrator**

- Working on the vaccination program, dealing with bookings via phone and email
- Working on a program to encourage update of the vaccine amongst at-risk priority groups

### **March 2020 – February 2021: Sole trader**

- Started small art business in early 2020 which has become a success, enabling me to make money out of my hobby, painting.
- Dealt with own marketing, built relationships with customers, and sought new potential clients.
- Co-ordinated advertising via social media platforms.

### **September 2017 – November 2020: ACCA Insolvency Trainee, Menzies LLP**

- Graduate role achieved following completion of studies at Cardiff University.
- Worked as an insolvency case administrator whilst studying towards the ACCA qualification.
- Used time management skills to deal with a portfolio of up to 40 insolvency cases, made up of predominantly CVLs, MVLs and Bankruptcies.
- Assisted with a small number of large company Administrations.
- Worked closely with the appointed Insolvency Practitioner to devise case strategies and conducted meetings to ensure case progression.
- Reviewed clients' books and records to create financial statements including the statement of affairs as well as estimated outcome statements.
- Prepared the necessary documentation, including statutory forms and advertisements to place companies into liquidation.

- Conducted initial investigations into the demise of companies and follow up action where needed.
- First point of contact for clients, as well as their accountants, solicitors, employees and other connected parties for all matters associated with the cases.
- Visited company premises, conducted meetings with the employees of insolvent companies to formally issue redundancy letters and answer any queries about their redundancy.
- Assisted junior members of the team with training and technical knowledge, as well as mentoring others that are going through the ACCA qualification.
- Headed the CSR team in the Cardiff Office and coordinated various fund-raising events as well as group activities to help keep up morale in the team during the Coronavirus pandemic.
- Lead CPD sessions with the team to inform them of new insolvency legislation and case law.
- Key insolvency and accounting skills: financial analysis, decision making, communication with key stakeholders and senior management, time management and problem solving.
- IT literate in: Microsoft office software, IPS, Sage, Xero/Quickbooks, CCH.

### **Other work experience**

June 2017 – July 2017: Finance Assistant, Cardiff University

August 2015 – October 2016: Allocations Assistant, then Allocations Officer, Cardiff University

July 2015 – August 2015: Intern, Easybills (Now renamed as Billhub)

March 2014 – August 2014: Telephone Banking Advisor, Lloyds Bank Contact Centre Newport

November 2010 – January 2014: Various other part-time employment

### **Education and Qualifications**

#### **2017 – 2021: ACCA**

- Option choices: Advanced Audit and Assurance, Advanced Financial Management
- Granted membership January 2021

#### **2012 - 2017: Cardiff University**

- BscEcon Banking and Finance
- Achieved a 2.1 overall, with a 1.1 in final year
- Was a member of the finance and trading society

#### **2005 - 2012: Caerleon Comprehensive School**

- 12 GCSEs: 1 A\* grade, 9 A grades, and 2 B grades including an A in both Maths and English Language
- 3 A levels: Mathematics (A), Biology (B), and German (C), as well as the Welsh Baccalaureate Qualification
- Received an award from school for Mathematic Excellence at A level.

### **References**

Available on request