

ELIZABETH (TIZZIE) JARVIS – CV

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ABOUT ME:

Dedicated, driven, UK qualified accountant (CIMA) with over 12 years post qualification experience in accounting roles in FTSE100 / multinational companies. Demonstrable experience as a valued team member and finance/commercial business partner, most recently working in the travel & tourism industry in the Caribbean, but also experience with procurement and the supply chain, operations, administration, and manufacturing accounting.

EDUCATION:

2011	Chartered Institute of Management Accountants (CIMA)	Qualified
2004-2007	BA (Hons) Accounting & Finance, Bournemouth University	2:1
2003-2004	Cert H.E. Equine Business Management, University of West England	Pass
2001-2003	National Diploma Horse Management, Hartpury College	Merit
1996-2001	Finham Park School, Coventry	9 GCSE's A-C

OTHER QUALIFICATIONS:

2022-2023	Certificate Residential Interior Design, West Dean College of Art	Current
2023	Certificate Forensic Accounting & Fraud Examination, West Virginia University	Current
2023	Introduction to Insolvency, Neil Taylor Insolvency	Current
2022	Cruising on Catamarans, Offshore Sailing (American Sailing Association)	ASA 101/103/104/114
2002-2003	NVQ Level 2 Horse Care with Specialist Option for Schooling of Horses	Pass

IT SKILLS:

Microsoft Excel – Advanced user including complex formulae, building models, pivot tables, macros, charts, understanding of VBA.

Other Systems – Intermediate level PowerPoint. User of SAP, Dynamics, HFM, BOXI, Cognos, Oracle, TM1.

WORK HISTORY:

Head of FP&A and Commercial Finance - Caribbean, The Moorings & Sunsail (Travelopia Group), February 2019 – September 2022

Role Overview:

The Moorings & Sunsail are part of the Travelopia group (private equity owned) and provide luxury yacht charter holidays around the world. The role was located at the flagship base in the British Virgin Islands which is home to 300 yachts, a 35-room hotel/resort with restaurants, shops, spa, marina, full-service boat yard and yacht brokerage.

Responsibilities:

Responsible for leading and managing all aspects of the Caribbean P&L and Balance Sheet performance for 11 yacht charter bases, totaling approx. \$23m EBITDA per annum, as well as strategy and decision making for future growth.

Scope of the role included annual budget and monthly forecast cycles, capex (including \$30m base rebuild following Hurricane Irma), financial control, banking, payroll, accounts payable/receivable, \$2m inventory holding for yacht parts and associated procurement, insurance claims, administration, audit, and company statutory filings.

Completed significant process and control improvements during this time, while developing reliable, timely and accurate reporting packs and KPI's to enable the business to make key decisions.

Identification and project management of new commercial activities such as the opening of a new on-site supermarket, commercializing the boat yard, maximizing revenue per square foot with additional boutiques, and taking the 25-room hotel/resort in-house following an extended period of being outsourced.

Project lead for IT enhancements for both financial processing (GL data and expenses), and inventory holding (digitalising the process) of both yacht parts and provisioning/supermarket inventory.

Created complex excel models to take large amounts of yacht maintenance expense data, identify trends and patterns, and turn it into reliable, insightful reporting packs to shape the future of yacht design and build.

Responsible for recruitment, retention, and development of talent, with a team of approximately 40 heads across the Caribbean in finance, procurement, inventory management, administration, and operations.

Financial Controller, Peter Island Resort & Spa, April 2018 - January 2019

I moved to the British Virgin Islands in September 2017 to take up this role, however the resort closed following the devastation of a passing hurricane later that month.

In April 2018 I re-joined with the remit of reviewing all existing financial, procurement, and inventory processes and controls pre-reopening, and implementing new processes where needed, however 10 months into this role the resort owners decided to delay re-opening for several years, so the role became redundant.

Senior Financial Analyst, Carnival Cruises UK, February 2014 – August 2017

Role Overview:

Business partnering role, focusing on forecasting, planning, analysing, and reporting on £90m of overheads (G&A) spend per year, supporting the Cunard, P&O Cruises and Princess brands.

Responsibilities:

- Business partner to cost centre managers, and senior management across commercial, operations and support functions. Emphasis on identifying, challenging, and influencing opportunities to reduce costs, while ensuring accurate and timely information flow from all GL data.
- Develop reports and methods to analyse overheads spend with the aim of providing insightful information to drive overhead cost management.
- Process owner for SOX controls within the overheads area, responsible for review and update of existing controls and implementing new controls where needed.
- Prepare and reconcile monthly accounting, financial reports, and balance sheets.
- Provide financial support for new initiatives, business cases and restructures, to feed into the annual planning cycle.

Group Financial Analyst, AIM Aviation, August 2011 - February 2014

Role Overview:

£100m turnover group, with 3 manufacturing subsidiaries primarily with long term contracts with airlines for aircraft interiors. Reporting to the CFO.

Responsibilities:

- Preparation of monthly board reporting packs, including commentary and variance analysis.
- Long term contract and WIP accounting for design and build phases of large, multi-year projects.
- Develop, embed and lead KPI reporting.

- Lead the forecast and budget process, including 5-year modelling of P&L, balance sheet, cashflow, and working capital.
- Provide data and forecast projections to auditors to aid in the sale of the company during MBO in 2014.
- Develop and embed system reporting processes for supplier spend to aid commercial decision making.

Financial Reporting & Planning Manager, British American Tobacco, December 2009 – August 2011

Role Overview:

Co-ordination and consolidation role for Western Europe manufacturing operations and supply chain, reporting to Global FP&A team.

Responsibilities:

- Lead the co-ordination and planning of the quarterly forecasting and annual budgeting process for the legal entities (factories) across the Western Europe supply chain.
- Consolidate, analyse, and report on the forecast to key customers in the Global FP&A team.
- Monthly review of KPI's to tight deadlines.
- Review and improve reporting tools and processes.

Accountant, Proctor & Gamble, June 2007 – December 2009

Role Overview:

Site accountant and finance partner to the manipulations manufacturing team, reporting to the Finance Director. Based in the main European distribution centre for all fragrance, beauty, and body care brands. The manipulations team specialised in the manufacture and distribution of bundle packs, promotional packs, and gift sets.

Responsibilities:

- Product costing for all gift and specialised product packages.
- Month end accounting and reporting for the manipulations centre.
- Partnering with the Head of Support Services to analyse, report and budget for all site overheads costs (headcount, travel, training, property, professional fees).
- Reporting and analysis performance of European shipment volumes to find the most economical routes.
- Analysis and financial support for on-going projects, cost saving initiatives, and supply chain decisions.
- SME for all posted GL data, and onsite Excel specialist.
- Consulting with internal auditors ensuring compliance with IFRS and US GAAP.

REFERENCES:

Available on request.