

# CURRICULUM VITAE

**Nicola Allen**

## EMPLOYMENT HISTORY

Dates	Employer and Role	Key Duties and Responsibilities
<b>Feb 2009 – to date</b>	<b>Devon County Council</b>	
	<p>Original role as Principal Finance Manager for Children and Young People Services – a team of 70 FTE with a gross budget of approx. £700m.</p> <p>Following a restructure promoted to Assistant County Treasurer (Place) – a team of 40 FTE with a gross budget of £130m.</p> <p>Following a further restructure promoted to Senior Assistant County Treasurer (Accounting Service) – a team of 98 FTE with a gross budget of approximately £1.1 billion.</p>	<ul style="list-style-type: none"> <li>• Manage and Lead a team providing financial advice and guidance to a service area. These functions include preparation, interpretation, reporting and presenting to various stakeholders, relevant committees and boards. To include:- <ul style="list-style-type: none"> <li>○ Medium Term Financial Strategy</li> <li>○ In year budget monitoring</li> <li>○ Budget Preparation</li> <li>○ Closure of accounts</li> <li>○ Statement of Accounts</li> <li>○ Ad hoc advice and guidance</li> <li>○ Performance monitoring</li> <li>○ Lead on External Funding</li> </ul> </li> <li>• Project based tasks. <ul style="list-style-type: none"> <li>○ Change and transformational projects across the Council.</li> <li>○ Corporate representation/lead on cross cutting themes.</li> <li>○ Assessment and evaluation of alternative delivery models. Including outsourcing.</li> <li>○ Writing and evaluation of business cases for change.</li> </ul> </li> <li>• Developing and leading on strategies to ensure budget reduction targets are achieved.</li> <li>• Value for Money projects.</li> <li>• Liaising with External Auditors and partners</li> <li>• Lead on efficiency work with contractors/partners across the service.</li> <li>• Risk Management and mitigation.</li> <li>• DCC Member Representative for the Exeter Science Park Company Limited.</li> <li>• Director on the Board of the Skypark Development Partnership.</li> <li>• Co-lead on corporate negotiating team.</li> <li>• Member of the corporate assurance team.</li> <li>• Finance Service lead for training and development.</li> <li>• Member of the Finance Leadership Group and service related Leadership Teams.</li> <li>• Financial modelling and sensitivity analysis.</li> <li>• Attendance at Cabinet, Scrutiny Committees and any other committee or board as required.</li> <li>• Contract tender evaluation.</li> </ul>
<b>June 2006 to Feb 2009</b>	<b>Connexions Somerset Ltd</b>	

	Head of Corporate Services – a team of 20 FTE with a gross budget of £7m.	<ul style="list-style-type: none"> <li>Services under this remit were: <ul style="list-style-type: none"> <li>Finance</li> <li>Human Resources</li> <li>Legal</li> <li>ICT</li> <li>Premises</li> <li>Internal Audit</li> <li>Company Secretary</li> <li>Management information and Data Analysis (MIS)</li> </ul> </li> <li>Support and advice to the Board of Directors on all corporate matters.</li> <li>Liaising with External Audit</li> <li>Medium term financial strategy.</li> <li>Cashflow and investment management.</li> <li>Member of the Corporate Leadership Team setting the direction and vision for the company.</li> <li>Negotiation and on-going monitoring of contracts with clients.</li> <li>Contract tender completion and submission.</li> <li>Day to Day management of all corporate services including the rationalisation of premises across the company.</li> <li>ICT development to enable agile working with sensitive data.</li> <li>MIS development to inform the needs of the business and overall strategy.</li> </ul>
<b>Oct 1999 to June 2006</b>	<b>Mid Devon District Council</b>	
	Finance Manager – a team of 15 FTE with a gross budget of £50m.	<ul style="list-style-type: none"> <li>Finance management of all aspects of finance for the District Council. This function includes preparation, interpretation and presentation to various stakeholders e.g. External Auditor, Councillors and Senior Managers. Including: <ul style="list-style-type: none"> <li>Medium Term Financial Strategy</li> <li>Budget Monitoring</li> <li>Budget Preparation</li> <li>Closure of Accounts</li> <li>Statement of Accounts</li> <li>Capital Programme</li> <li>Treasury Management</li> <li>Housing Revenue Account</li> <li>Legislation and regulation</li> <li>Council Tax setting</li> <li>Performance monitoring</li> </ul> </li> <li>Project based tasks. <ul style="list-style-type: none"> <li>Change and transformational projects across the Council.</li> <li>Corporate representation on cross cutting themes.</li> <li>Assessment and evaluation of alternative delivery models. Including outsourcing.</li> </ul> </li> <li>Financial modelling.</li> </ul>
<b>June 1988 to Oct 1999</b>	<b>Exeter City Council</b>	
	Original role as Accountancy Assistant but	<ul style="list-style-type: none"> <li>Financial support and advice to a service area.</li> <li>Systems reconciliation and administration.</li> </ul>

	during my period of employment promoted on various occasions to Assistant Accountant, Accountant and then finally to Senior Accountant	<ul style="list-style-type: none"> <li>• Attendance at senior leadership meetings.</li> <li>• Project based task including: <ul style="list-style-type: none"> <li>○ Transformation</li> <li>○ Changes to service delivery</li> <li>○ Strategies for budget reductions</li> </ul> </li> </ul>
<b>Aug 1983 to June 1988</b>	<b>Higginson &amp; Moore Chartered Accountants</b>	
	Accountancy Assistant	<ul style="list-style-type: none"> <li>• All aspects of accounts preparation for sole traders and limited companies.</li> <li>• VAT returns</li> <li>• Tax computations</li> <li>• Completion of tax returns</li> </ul>

## QUALIFICATIONS

2016	Institute of Leadership and Management (ILM)	Leadership through Engagement - Level 7 Pass
1999	CIPFA	Full Membership
1989	AAT	Full Membership