

Kamal Anthony Griffiths

Tutor of Accounting, Economics, Mathematics, Business Studies, Management and Finance

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PROFESSIONAL SUMMARY

Dynamic and detail-oriented Accounting Tutor with over 10 years of comprehensive experience in accounting education across various levels, including GCSE, A Level, Undergraduate, Postgraduate, and Professional certifications. Proven ability to simplify complex accounting concepts for diverse student groups, enhancing understanding and engagement through innovative teaching methods. Skilled in using advanced technology and software, including QuickBooks, Sage 50, and Excel, to facilitate interactive learning environments. Proficient in integrating principles from Economics, Mathematics, Business Studies, Management, and Finance to provide a holistic understanding of the subject matter, ensuring students grasp concepts such as financial analysis, strategic management, financial reporting and management accounting and economic policy effectively. Adept at curriculum development, incorporating current industry standards and regulations to keep course content relevant and impactful.

WORK EXPERIENCE

Tutor of Accounting, Economics, Mathematics, Business Studies, Management and Finance

July 2018 - Present

Self-employed - London

- Utilized pedagogical methods tailored to each subject area, breaking down complex concepts in Economics, Mathematics, Business Studies, Management, and Finance at GCSE, A Level, Undergraduate, Postgraduate, and Professional certification levels.
- Delivered comprehensive lessons covering topics such as Economic analysis, Supply and demand, Market equilibrium, Calculus, Algebra, Market research, Marketing strategies, Organizational behavior, Financial analysis, Investment management, and more.
- Fostered active learning through dynamic exercises, encouraging students to engage with intricate concepts and apply theoretical knowledge to practical scenarios.
- Provided expert-level guidance on industry-standard tools and software relevant to each subject, such as Microsoft Excel for data analysis, QuickBooks for financial management, enhancing students' skills and proficiency.
- Incorporated relevant theories and frameworks into teaching, such as Keynesian economics, Game theory, Porter's Five Forces, SWOT analysis, Capital Asset Pricing Model (CAPM), and others, to provide a holistic understanding of the subjects.

Assistant Accounts Manager

July 2018 - December 2023

Haji Baba Ltd

- Assist in managing the daily accounting operations, including accounts payable, receivable, and general ledger entries.
- Prepare monthly financial statements and management reports.
- Assist in budget preparation, variance analysis, and cost control.
- Process payroll, ensuring compliance with tax and employment laws.
- Monitor cash flow, banking transactions, and reconciliations.
- Support external audits by providing necessary documentation and reports.
- Ensure compliance with HMRC regulations, including VAT returns and corporation tax.
- Assist in improving accounting processes and financial controls.
- Work closely with other departments to provide financial insights and support business decisions.

Association of Accounting Technicians Trainer

February 2018 - June 2018

3aaa Aspire Achieve Advance - London

- Developed and tailored engaging teaching materials for the AAT program, incorporating principles of both financial and managerial accounting to enhance the educational experience.
- Crafted and implemented personalized development plans for apprentices, focusing on career readiness and the practical application of accounting theories such as double-entry bookkeeping and the matching principle.
- Utilized diverse instructional strategies to effectively convey complex accounting concepts, such as fund accounting and forensic auditing, ensuring comprehensive understanding tailored to diverse learning styles.
- Fostered strong links between theoretical instruction and practical workplace application, enhancing apprentice integration through regular communication with employers.
- Enhanced examination preparedness by designing targeted practice exams and study tools, focusing on critical areas such as ethical accounting practices and compliance with financial regulations.

Tutor of Accounting

October 2016 – January 2018

Finance and Management Business School - London

- Instructed AAT Levels 1 to 4 and ACCA Foundation level courses, enriching students' understanding of accounting principles and preparing them for professional certification.
- Taught International Financial Reporting Standards (IFRS) and consolidated financial statement preparation with practical examples to familiarize students with global accounting practices.
- Covered topics in forensic accounting and advanced taxation, fostering critical thinking and in-depth understanding through interactive learning sessions.

- Developed targeted exam preparation strategies focusing on IFRS, forensic accounting, advanced taxation, and other relevant subjects to ensure students' success and deep conceptual understanding.
- Provided training in computerized accounting using Sage 50, equipping students with practical skills in modern accounting software.

Assistant Accountant

March 2016 - September 2016

Super Financial LTD - London

- Conducted data entry and contributed to basic bookkeeping activities, ensuring the maintenance of accurate financial records.
- Engaged in basic reconciliation processes to verify the accuracy of financial data, developing skills in meticulous attention to detail.
- Acquired hands-on experience in the day-to-day operations of the accounting department, laying the groundwork for a practical understanding of accounting processes.

Semi Senior Accountant

December 2015 - February 2016

RA Accountants LLP – London

- Conducted detailed financial analysis, including variance analysis and trend analysis, to provide actionable insights for clients' strategic decision-making processes.
- Implemented automated bookkeeping systems to streamline financial record-keeping processes, enhancing accuracy and efficiency.
- Collaborated with tax specialists to optimize tax strategies for clients, ensuring compliance with evolving tax laws and regulations.
- Facilitated audit engagements by liaising with external auditors, preparing comprehensive schedules and documentation to support audit procedures.

Semi Senior Accountant

May 2015 - November 2015

EAM London Ltd – London

- Utilized financial modeling techniques to forecast future financial performance, assisting clients in long-term planning and budgeting.
- Implemented cloud-based accounting software solutions to improve accessibility and data security for financial records.
- Provided tax planning advice to clients, identifying opportunities for tax optimization and compliance with regulatory requirements.
- Assisted in the development of internal audit processes, ensuring adherence to industry best practices and regulatory standards.

Semi Senior Accountant

January 2015 - April 2015

PAS Accountants Ltd – London

- Conducted profitability analysis for client projects, identifying areas for cost reduction and revenue enhancement.
 - Developed customized financial reporting templates to meet the specific needs of clients and stakeholders.
 - Provided guidance on tax-efficient investment strategies, aligning clients' financial goals with tax planning initiatives.
- Collaborated with cross-functional teams to implement internal control measures, ensuring data integrity and regulatory compliance.

MORE EXPERIENCE

Professional Trainee

December 2014 - December 2014

- Skill Serve Training Ltd – London

Gap Period

February 2013 - November 2014

- Dedicated time to awaiting UK visa application approval.
- Engaged in self-study and stayed updated on industry trends.

- Enhanced skills in accounting and financial management through independent coursework and professional development initiatives.

Sales Assistant

May 2012 - January 2013

WHSmith - London

Sales Assistant

December 2010 - December 2010

Morrisons Supermarkets - London

Administrative Assistant

June 2007 - May 2009

KG International Import & Export Co. Ltd - Phnom Penh, Cambodia

Office Assistant

September 2002 to May 2007

Trade Masters Limited - Lahore, Pakistan

EDUCATION

Certificate in Educating and Training (RQF) Level 4

April 2024 – Present

Learn Direct - London

Bachelors of Science (Hons) in Applied Accounting | Upper Second-Class Honours

July 2013 - September 2013

Oxford Brooke's University - London

Master's in Business Administration | Pass

July 2012 - August 2013

Anglia Ruskin University - London

Bachelors of Science (Hons) in Banking with Economics and Law | First Class Honours

January 2011 - March 2012

Roehampton University – London

Edexcel Advanced Professional Diploma in Management Studies | Pass

January 2010 - December 2010

West London College of Business & Management Sciences - London

Association of Chartered Certified Accountants (ACCA) | Pass

January 2005 - August 2015

London School of Business and Finance - London

CERTIFICATIONS

- **Microsoft Certified Database Administrator - Microsoft SQL Server 2000** April 2009
- **Crystal Report** July 2008
- **ACCPAC** July 2008
- **Database Management System** June 2008
- **Microsoft Certified Systems Administrator - Microsoft Windows Server 2003** March 2008

MEMBERSHIPS

- **Association of Accounting Technicians (AAT) Member** April 2016 - Present
- **Association of Chartered Certified Accountants (ACCA) Affiliate** August 2015 - Present
- **Microsoft Certified Professional** September 2008 - Present

SKILLS

- ✦ **Curriculum Development:** Course Design, Student Assessment
- ✦ **Classroom Management:** Interactive Learning, Diverse Educational Methods
- ✦ **Accounting Software:** QuickBooks, Sage 300 (ACCPAC), Sage 50, Xero
- ✦ **Financial Analysis:** Microsoft Excel, Financial Modeling, Ratio Analysis
- ✦ **Instructional Techniques:** Financial Reporting, GAAP, IFRS
- ✦ **Regulatory Compliance:** Tax Laws, Financial Regulations
- ✦ **Professional Ethics:** Compliance Practices, Audit Procedures
- ✦ **Financial Management:** Budgeting, Cash Flow Forecasting, Variance Analysis
- ✦ **Transactional Skills:** Payroll Processing, Accounts Receivable/Payable, Vendor Management

LANGUAGES

English | Urdu | Punjabi