

AVIN SHAH

MICB PM.Dip

(he/him)

Bookkeeper & Payroll Administrator

+44 (0)7949 316543 Email: avinshahuk@gmail.com

Bookkeeping | Payroll | Accounts Administration | Xero, QuickBooks, Sage, FreeAgent

Bringing previous experience as a Finance Manager within a small business.

Accurate, organised and accustomed to working to demanding deadlines.

Extensive client-facing experience with strong interpersonal and relationship-building skills.

QUALIFICATIONS

ICB Bookkeeping & Accounts - Level 3 Diploma (Distinction)

ICB Payroll Management - Level 3 Diploma (Distinction)

BEng Honours Degree - Chemical Engineering (University of Birmingham)

WORK EXPERIENCE

2021-23; 2025-26 CREATIVE LEAD & PROJECT MANAGER – Virtual Reality Game Production

- Managed ~£100K video game production budget and financial tracking
- Coordinated freelancers, suppliers, funders and stakeholders
- Oversaw budget and project delivery from concept to completion

2016-25 RADIO SCRIPT WRITER – Freelance/BBC

- Wrote for BBC's *The Archers* (2023-2024) and original radio dramas for BBC Radio 4
- Worked to fixed broadcast deadlines with no scope for delay
- Delivered consistently accurate work under time pressure

2005-15 FINANCE MANAGER – Garry Trainer Clinic (Osteopathy Health Practice)

- Maintained bookkeeping records with annual turnover ~£250K
- Managed staff payments and day-to-day finances accurately
- Prepared year-end financial records for external accountant
- Managed billing, invoices, receipts and expenses, payments and cashflow
- Implemented and managed practice systems

2003-04 ADMIN & FINANCE SUPPORT – Brent Triangle (Dementia Charity)

- Processed timesheets and summarised pay for outreach care workers
- Produced performance reports for senior management
- Assisted with financial administration and accurate record keeping