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|  | JOE BLOGGS Financial ACCOUNTANT | |  | |  |
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|  | | OBJECTIVE | |  | |
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I am an experienced and qualified Accountant (ACCA) with 7+ years of experience of working in busy accountancy environments. Through my experience I have become a confident communicator who is happy to work directly with individual clients and equally comfortable delivering reports to a boardroom. I am also a capable leader, currently supervising and mentoring three junior members of the accountancy team.

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|  | SKILLS | |  | |
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| * Ability to solve problems independently. * Able to communicate effectively with at all levels, to both financial and non-financial stakeholders. * Highly capable Microsoft Excel user with previous experience of using SAP accounting software. * Comprehensive knowledge of accounting standards, including GAAP and revenue recognition. * Ambitious and driven, willing to adapt to business needs and requirements. | | * Experience interviewing clients. * Great communication skills. * Highly motivated and ready for a challenge * Experience using Business Information databases to analyse the performance of the business * Willing to travel to meet clients. * Willingness to listen and learn with a 'can do' attitude | | |
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|  | WORK HISTORY | |  | |
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| **Accountant**  Accounts for you limited, Manchester <https://www.cvtemplatemaster.com> | | | | **2014 - date** |
| * Assisting in preparation of the monthly Management Accounts and providing relevant analysis. * Preparing Balance Sheet reconciliations and ensuring accuracy * Work capital management * Analysing departmental costs * Assisting in preparing statutory accounts and with the audit process * Providing support for forecasting, budgeting and business planning processes. * Handling accruals and prepayments * Analysis of overheads * Supporting the finance manager with various month end tasks * Completing the year end audit * Managing sales pricing and promotions together with all accruals including logistics costs in conjunction with the Sites’ Commercial Teams * Supervision of 3 junior accountancy staff members | | | | |
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| **Assistant Accountant**  Accounting PRACTICE 101 Limited, Birmingham | | | | **2012 - 2014** |
| * Producing the weekly cashflow reports and analysing variances within those reports * Posting and allocating cash payments * Producing reconciliations and factoring sales invoices for customer * Tracking overhead spending, including processing purchase requisitions * Assisting with forecasting and budgeting * Completing month end and purchase order accrual * Preparing and processing VAT returns, analysing and feeding back any variances * Assisting in practice development and growth. * Pro-actively challenging and assessing company working practices to drive improvement      |  |  |  | | --- | --- | --- | |  | **QUALIFICATIONS** |  | |  |  | | | | | |
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| **Professional Diploma in Accounting (Level 4)**  collegerus, Manchester  I completed my Professional Diploma in Accounting (Level 4) to attain MAAT status in 2014. | | | | **2014** |
| **Advanced Diploma in Accounting (Level 3)**  collegerus, Manchester | | | | **2012** |
| **Foundation Certificate in Accounting (Level 2)**  collegerus, Manchester | | | | **2011** |
|  | MEMBERSHIPS | |  | |
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|  | | | | |
| **Institute of Financial Accountants**  Member | | | | **Since 2016** |
| **Association of International Accountants**  Member | | | | **Since 2014** |
| **ICPA**  Member | | | | **Since 2012** |
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|  | INTERESTS | |  | |
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When I am not working, I enjoy going to the gym, spending time with my family and abseiling. I am also an avid reader of non-fiction books with a keen interest in the history of Scotland.

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| --- | --- | --- | --- | --- |
|  | REFERENCES | |  | |
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|  | | | |  |
| Ellie Bells, CEO – Accounts For You Limited  elliebells@accountsrus.com  (01924) 123456 | | Jimmy Owen, Manager – Accounting 101  jimmyowen@accountingpractice101.com  (01922) 789012 | | |
|  | | | | |

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