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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

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|  | **QUALIFICATIONS** |  |
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| **Professional Diploma in Accounting (Level 4)**collegerus, ManchesterI 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 Limitedelliebells@accountsrus.com(01924) 123456 | Jimmy Owen, Manager – Accounting 101jimmyowen@accountingpractice101.com(01922) 789012 |
|  |

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