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| 123, THE STREET, THE TOWN NG1 234 - 07456 123456 - JULIACARTER@HOTMAIL.COM | | |
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|  | Julia Carter MAAT  I am a qualified Accountant (MAAT) with 6+ years of experience of working in fast paced accountancy environments. I am personable and confident face to face with clients, and have the ability to solve problems independently. I am looking for an on-site position in a small to medium accountancy firm. | |
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| - WORK EXPERIENCE - | | |
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| Accountant, *AccountsRUs, Manchester* : 2014 - date   * Processing weekly accounting adjustments/preparation of weekly Financial Performance for the site. * Drafting weekly performance commentaries ahead of review with the Financial Controller/ Site Finance Manager. * Preparing all month end journals to deliver month end reporting consistent with the weekly reports. * Managing Balance Sheet reconciliations to ensure that all balance sheet items are accurate and valid and consistent with Accounting Policies for the group. * Responsible for updating site forecasts for review with the Financial Controller/ Site Finance Manager.   Accountant, *Accounting4U, Birmingham :* 2012 - 2014   * Managing overheads reporting against budget. * Providing financial support to the Budget Centre Managers in their review of overheads that they are responsible for and identifying opportunities to reduce cost. * Responsible for managing year-end audit & tax pack requirements to meet Group Finance requirements. * Providing advice and guidance to clients and supervise staff as required. * Managing sales pricing and promotions together with all accruals including logistics costs in conjunction with the Sites’ Commercial Teams. * Investigating any significant variances to the site forecast on a weekly basis. | | |
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| - EDUCATION - | | |
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| * 2014 : Professional Diploma in Accounting (Level 4) (MAAT) * 2013 : Advanced Diploma in Accounting (Level 3) * 2012 : Foundation Certificate in Accounting (Level 2) | | |
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| - SKILLS - | | |
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| * Strong Excel analysis skills with the ability to demonstrate the application of double entry accounting rules to a given situation to investigate any anomaly. * Experience using Business Information databases to analyse the performance of the business. * Experience reviewing/finalising company and individual accounts, VAT, CT & SA returns. * Personable and confident face to face with clients. * Experience of the use of an ERP system (Enterprise Resource Planning) that integrates production transactions with the business Books of Account. * Proven ability to lead a team and to mentor junior members of staff. | | |
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| - PROFESSIONAL MEMBERSHIPS - | | |
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| * Since 2016 : Institute of Financial Accountants - MEMBER * Since 2014 : Association of International Accountants - MEMBER | | |
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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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| Jade Stockley, CEO  AccountsRUS  123 Clifton Avenue, The City, NG1 234  jades@accountsrus.com  (01924) 123456 | | James Griffith, CEO  Accounting4U  324 Clifton Avenue, The City, NG1 234  James.g@accounting4u.com  (01922) 789012 |

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