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|  |  | Alice JonesFINANCIAL ACCOUNTANTI am a qualified Accountant (ACCA) 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.WORK HISTORY**Accountant**AccountsRUs, Manchester2014 - date* Processing weekly accounting adjustments/preparation of weekly Financial Performance for the site.
* Investigating any significant variances to the site forecast on a weekly basis.
* Drafting weekly performance commentaries ahead of review with the Financial Controller/ Site Finance Manager.
* Managing sales pricing and promotions together with all accruals including logistics costs in conjunction with the Sites’ Commercial Teams.
* 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.

**Accountant**Accounting4U, Birmingham2012 - 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 updating site forecasts for review with the Financial Controller/ Site Finance Manager.
* Responsible for managing year-end audit and tax pack requirements to meet Group Finance requirements.
* Providing advice and guidance to clients and supervise staff as required.

EDUCATION2014**Professional Diploma in Accounting (Level 4)**COLLEGERUS, MANCHESTERI completed my Professional Diploma in Accounting (Level 4) to attain MAAT status in 2014.2013**Advanced Diploma in Accounting (Level 3)**COLLEGERUS, MANCHESTER2012**Foundation Certificate in Accounting (Level 2)**PROFESSIONAL MEMBERSHIPSSince 2016**Institute of Financial Accountants**MEMBERSince 2014**Association of International Accountants**MEMBERSince 2012**ICPA**MEMBERINTERESTSWhen 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.REFERENCES

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| Jade Stockley, CEO – AccountsRUS123 Clifton Avenue, The City, NG1 234jades@accountsrus.com(01924) 123456 | James Griffith, CEO – Accounting4U324 Clifton Avenue, The City, NG1 234James.g@accounting4u.com(01922) 789012 |

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| 123, The StreetThe TownThe CityNG1 23407456 123456alicejones1983@hotmail.comLinkedIn @alicejones1983Twitter @alicejones1983 |
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| Let’sconnect!

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| “ | Alice is a highly competent financial accountant who will be an asset to any business she works for. ~ Jade Stockley, CEO AccountsRUS |
| “ | Alice was fantastic at seeing the bigger picture for clients, delivering real value for their businesses which in turn helped our business to grow. ~ James Griffith, CEO Accounting4U |

SKILLSStrong Excel analysis skills with the ability to demonstrate the application of double entry accounting rules to a given situation to investigate any anomaly.\_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.\_Willing to travel to meet clients.\_Experience reviewing/finalising company and individual accounts, VAT, CT & SA returns.\_Personable and confident face to face with clients.\_Experience using Business Information databases to analyse the performance of the business.\_Ability to solve problems independently. |

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