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|  |  | Alice Jones  FINANCIAL ACCOUNTANT  I 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, Manchester  2014 - 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, 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 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.   EDUCATION  2014  **Professional Diploma in Accounting (Level 4)**  COLLEGERUS, MANCHESTER  I completed my Professional Diploma in Accounting (Level 4) to attain MAAT status in 2014.  2013  **Advanced Diploma in Accounting (Level 3)**  COLLEGERUS, MANCHESTER  2012  **Foundation Certificate in Accounting (Level 2)**  PROFESSIONAL MEMBERSHIPS  Since 2016  **Institute of Financial Accountants**  MEMBER  Since 2014  **Association of International Accountants**  MEMBER  Since 2012  **ICPA**  MEMBER  INTERESTS  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.  REFERENCES   |  |  | | --- | --- | | 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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| 123, The Street  The Town  The City  NG1 234  07456 123456  alicejones1983@hotmail.com  LinkedIn @alicejones1983  Twitter @alicejones1983 |
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| Let’sconnect!   |  |  | | --- | --- | | “ | 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 |   SKILLS  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 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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