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|   | Abigay Clarke MAAT | 123, The Street, The TownThe City, NG1 234 07456 123456 abigayclarke@hotmail.com  |
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| 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. | profile |
| Work experience |
| **Accountant**AccountsRUs, Manchester2014 - 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, 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 managing year-end audit and 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. |
| Education |
| 2014 : Professional Diploma in Accounting (Level 4) (MAAT)2013 : Advanced Diploma in Accounting (Level 3)2012 : Foundation Certificate in Accounting (Level 2) |
| Memberships |
| Since 2016Institute of Financial AccountantsMEMBER | Since 2014Association of International AccountantsMEMBER |
| 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 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.
* Ability to solve problems independently.
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| 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 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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