|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Abigay Clarke MAAT | | | 123, The Street, The Town  The City, NG1 234  07456 123456 abigayclarke@hotmail.com | |
|  | | | | | |
| 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, 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 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 2016  Institute of Financial Accountants  MEMBER | | | Since 2014  Association of International Accountants  MEMBER | | |
| 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. | | | | | |
| 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 | | |

Images used in this file are subject to copyright and may not be distributed.

This CV template is subject to copyright. You may use it for personal use only.

**Fonts required:**

Open Sans, Open Sans Light - <https://fonts.google.com/specimen/Open+Sans>

**[©CVtemplatemaster.com](http://www.cvtemplatemaster.com/cv-template/)**