

Maxine Curry

Accountant

Dayjob.com, The Big Peg, 120 Vyse Street, Birmingham B18 6NF
T: 0121 638 0026 – E: info@dayjob.com

PERSONAL SUMMARY

A highly motivated individual with impeccable judgement and an innate ability to solve financial and accounting problems. Maxine always thinks innovatively when dealing with risks or opportunities, and is well capable of thinking outside of the box. Her attention to detail is first class and she is a natural at meet demanding reporting deadlines. On a personal level she is a friendly, approachable and self-motivated individual who can work well both within a team and individually. Right now she would like to join a company that is committed to hiring a diverse workforce and sustaining an inclusive culture.



CAREER HISTORY

ACCOUNTANT *Insurance Company, Coventry* Sep 2014 - Present

Responsible for driving the financial/operational performance of the company by using management information to influence managerial and director level decision making within the company.

Duties:

- Maintaining a framework of internal controls to ensure that accounting records are complete and accurate.
- Overseeing the preparation of all company-wide monthly management accounts and compliance documentation.
- Preparing monthly reports for senior managers that include business KPI's in line with reporting deadlines.
- Improving business accounting controls and processes to ensure the business is running effectively and efficiently.
- Explaining finance to non-finance people and coaching non finance people in understanding financial matters.
- Processing weekly staff related payroll and creating payslips, RTI submissions, factoring and tax payments.
- Managing and supervising a busy accounts team made up of people with different levels of abilities and skills.

COMPANY ACCOUNTANT *Marketing Company - Coventry* Jun 2012 - Sep 2014

TRAINEE ACCOUNTANT *Distribution Company - Leeds* Jan 2010 - Aug 2012

PROFESSIONAL SKILLS

Accounting

- Identifying and then recognising capable junior staff and encouraging them you to make the most of their potential.
- Communicating effectively by speaking with others using clear, professional and understandable language.
- Always discreet in the handling of sensitive and confidential customer, staff or business data and information.
- Excellent inter-personal skills and demonstrable experience of partnering with stakeholders & non-financial teams.
- Providing robust financial analysis and explanatory commentary of actual accounting results against prior periods.
- Complete understanding of accounting processes, procedures & systems in the context of wider business plans.

Personal

- Open minded and have the ability to see the big picture not matter how complicated or confusing things get.
- Adhering at all times to the strictest interpretation of all relevant Codes of Practise and Professional Conduct.
- Resilient by nature and never put off by seemingly insurmountable problems, hurdles or complications.

ACADEMIC QUALIFICATIONS

<i>South East University</i>	<i>2006 - 2009</i>	Accounting Degree
<i>North East College</i>	<i>2005 - 2006</i>	Diploma in Management
<i>Sparkbrook College</i>	<i>2004 - 2005</i>	Diploma in Business Administration
<i>Sparkbrook College</i>	<i>2004 - 2005</i>	Diploma in Marketing
<i>Coventry School</i>	<i>2000 - 2004</i>	A levels: Maths (A) English (B) Technology (B) Science

REFERENCES - Available on request



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