

# Maxine Curry

## Accountant

### AREAS OF EXPERTISE

*Maximising cash flow*

*Debt management*

*Monitoring budgets*

*People management*

*Credit control*

*Balance Sheet*

*Reconciliations*

*Account queries*

*Advanced Excel skills*

### PROFESSIONAL

*Fluent in German,  
French & Spanish*

### PERSONAL SKILLS

*Ambitious*

*Likeable*

*Hardworking*

*Positive attitude*

### CONTACT

*Maxine Curry  
Dayjob Ltd  
The Big Peg  
Birmingham  
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*Driving license: Yes  
Nationality: British*

### PERSONAL SUMMARY

A fully qualified Accountant who has a number of years experience in the fields of financial management reporting, taxation and cash flow. Maxine has the ability and willingness to take on financial leadership and is certain to be a key member of any financial team that she joins. She is ambitious by nature and keen to get to the top of her profession. One of her greatest strengths is her ability to prioritize workloads to meet challenging deadlines. On a personal level she has the ability to build relationships in a multi-cultural environment and across various offices. Right now she wants to join a company who are keen to add an intelligent and enthusiastic individual to their finance department.

### WORK EXPERIENCE

#### *Smiths Accounts – Birmingham*

ACCOUNTANT      Jun 2013 – Present

Responsible for the full range of financial reporting carried out within all the various departments within the company.

#### *Duties:*

- Preparing quality and focused analytical reviews that support the financial reporting of the company.
- Implementing necessary changes required in finance operations across the company.
- Analysing billing variances and investigating significant discrepancies.
- Taking the lead role in all financial planning activities.
- Preparing monthly P&L and Balance Sheet reporting including commentary on all material variances.
- Dealing with any queries from the auditors.
- Having regular interactions with senior financial officers across the company.
- Providing expert top level accounting advice to work colleagues.
- Ensuring that all accountings records comply with company and statutory requirements.
- Maintaining balance sheet sub-ledgers and performing any monthly reconciliations.

#### *Company name - Location*

JOB TITLE      Employment dates (i.e. Aug 2011 – Jun 2013)

### KEY SKILLS AND COMPETENCIES

- Fully qualified through accreditation via a recognised accountancy body.
- Ad-hoc financial modelling and analysis.
- Conversant with financial software packages.
- Achieving finance objectives by having a flexible but goal-orientated approach.

### ACADEMIC QUALIFICATIONS

*Nuneaton University*      **2008 - 2011**  
BSc (Hons)      Accountant

*Coventry Central College*      **2005 - 2008**  
A levels:

Maths (A) English (B) Technology (B) Science (C)

**REFERENCES** – Available on request.



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