

# Maxine Curry

## Accounts Payable

### AREAS OF EXPERTISE

*Coding invoices*  
*Financial audits*  
*Preparing invoices*  
*Statement reconciliation*  
*Invoice processing*  
*Processing payment runs*  
*Filing systems*

### PROFESSIONAL

*First Aider*  
*Fire Marshall*

### PERSONAL SKILLS

*Likeable*  
*Articulate*  
*Friendly*  
*Helpful*

### CONTACT

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

### PERSONAL SUMMARY

A committed and ambitious individual who can ensure that that good relationships and payment terms are kept with suppliers and that all queries are dealt with in a timely manner. Maxine's success comes from her flair for detail, as well as her ability to prioritise and manage her own workload. She comes from a financial services background and gets a real kick out of maintaining and improving effective financial systems. As a true professional she will be able to ensure the effective and efficient operation of any organisation's Accounts Payable function. Right now she wants to work for a company that recognises and rewards hard work, loyalty and achievement.

### WORK EXPERIENCE

#### *Smiths IT – Birmingham*

ACCOUNTS PAYABLE      Jun 2013 – Present

Responsible for working closely with the management accounts team to ensure correct general ledger coding is used on all invoices and expenses.

#### *Duties:*

- Ensuring that the payment of invoices is completed within a timely manner and in accordance with payment terms.
- Identifying invoices that are overdue or have not been received.
- Making and receiving telephone calls to and from suppliers on a variety of queries.
- Verifying and checking expenses claims.
- Matching invoices to the relevant receipts.
- Printing, stamping and sorting all incoming post on a rota basis via email, external and internal correspondence.
- Setting up vendor accounts and reconciling statements.
- Closing down inactive vendor and employee accounts.
- Keeping track of every transaction and logging details into a system.
- Reconciling intercompany transactions on regular basis.

#### *Company name - Location*

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

### KEY SKILLS AND COMPETENCIES

- Able to deal with a large amount of invoices.
- Maintaining rigorous controls over transactions to mitigate any fraud risks.
- Strong background in internal control processes and procedures.
- Handling confidential information in line with the company's data security protocols.
- Investigating and resolving all irregular and unusual transactions.
- Methodical approach to getting things done.

### ACADEMIC QUALIFICATIONS

*Nuneaton University*      *2008 - 2011*  
BSc (Hons)      Business Administration

*Coventry Central College*      *2005 - 2008*  
A levels:  
Maths (A) English (B) Technology (B) Science (C)

**REFERENCES** – Available on request.



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