

# Maxine Curry

## Assistant Controller

### AREAS OF EXPERTISE

Accounting support  
Builds relationships  
People management  
Accounting procedures  
Analytical reviews  
Internal controls

### PERSONAL SUMMARY

An efficient Assistant Controller whose brain adds up quicker than a calculator. Maxine has the functional and technical knowledge as well as skills to do her job at a high level of accomplishment. She is a true professional who can ensure that effective actions are taken where any financial problems are discovered, and can be relied upon to review internal controls and ensure that they are fit for purpose. Furthermore, she is a responsible individual who is willing to take responsibility for her own personal development. As someone who has already identified her career direction she is keen to join a company that will be an ideal launch pad for her future ambitions.

### WORK EXPERIENCE

#### *Company name – Location*

ASSISTANT CONTROLLER      Jun 2013 – Present

Responsible for making sure that the appropriate level of financial and operational support and advice is available to senior company managers.

#### *Duties:*

- Ensuring that the business adheres to the relevant accounting regulations, current tax laws and the latest best practise guidelines.
- Preparing and posting financial journals for members of the team.
- Assisting with the day-to-day operations of the Accounts department.
- Checking accounting transactions processed by the general accounting staff.
- Providing admin support where necessary including telephone cover.
- Making sure that all entities and records are in a state of audit readiness.
- Contributing to the overall strategic financial direction of the company.
- Helping to improve any existing internal financial controls to make them better.

### PROFESSIONAL

French speaker  
First Aider

### PERSONAL SKILLS

Passionate  
Forward thinking  
Focused  
Hard working

*Company name - Location*      JOB TITLE      Dates (i.e. Aug 2011 – Jun 2013)

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### KEY SKILLS AND COMPETENCIES

- Flexible by nature and able to deal with both tight, fixed and changing deadlines.
- Remaining calm under pressure and when things are not going according to plan.
- Handling confidential and sensitive information with a high degree of discretion.
- Extensive knowledge of accounting theory & the application of financial principles.
- Overseeing internal, external and regulatory audit processes.
- Sociable by nature and able to get along with people from all social backgrounds.
- Have exposure to basic accounting procedures and principles ranging from accounts payable and receivable systems to financial statement preparation and analysis.

### CONTACT

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Driving license: Yes  
Nationality: British

### ACADEMIC QUALIFICATIONS

*Nuneaton University*      2008 - 2011  
BSc (Hons)      Sales Management

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

REFERENCES – Available on request.



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