

Maxine Curry

Finance Assistant

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PERSONAL SUMMARY

Maxine is capable of supporting the Finance Manager in managing the company finances and ensuring adherence to financial controls. She is highly numerate and has the ability to handle large amounts of data, as well as analyse and present clear and concise information. In her current role she has been pivotal in helping the company directors navigate the business through the next period of its growth. As a true professional she is interested in pursuing a career in Finance/Accounting, and has the ability and willingness to study towards a AAT. Right now she is looking for a suitable position that has plenty of future opportunities for career progression.



CAREER HISTORY

FINANCE ASSISTANT *Insurance Company, Coventry* Sep 2014 - Present

Closely involved in supporting the organisation's business strategy to tightly manage critical business financial functions like employee payroll, expenses, accounts payable and billing.

Duties:

- Working with the Finance Manager to ensure the smooth running of all finance matters within the company.
- Assisting the finance director in managing, processing and troubleshooting various accounts and transactions.
- Inputting accounting, financial and client data into the company's accounting system with speed & accuracy.
- Performing routine calculations to produce analyses and reports as requested by colleagues, managers & directors.
- Working closely with members of the finance team on accounts, general ledgers and Credit Control issues.
- Involved in processing, supporting and controlling the financial recording/reporting requirements of the company.
- Being the main and first point of contact for any finance related queries when the Finance Manager is not present.

FINANCIAL ANALYST *Marketing Company - Coventry* Jun 2012 - Sep 2014
TRAINEE MANAGER *Distribution Company - Leeds* Jan 2010 - Aug 2012

PROFESSIONAL SKILLS

Financial

- Reconciling any discrepancies or errors identified in financial records, payment processing and cash handling.
- Able to work in a busy office environment that requires staff to have levels of concentration, stamina and speed.
- Capable of driving change across a whole finance department and comfortable in influencing key decision makers.
- A good understanding and grasp of accounting and the ability to apply this knowledge to more complex scenarios.
- Understanding of book-keeping principles, debt management, and of computerised accounting software packages.
- Open to constructive feedback & always listening carefully to what colleagues have to say about her ability.

Personal

- Tactful communicator who has a warm, friendly and welcoming manner & who is confident when communicating.
- Willing to undertake any other reasonable duties as may be requested by senior managers from time to time.
- Adhering at all times to the strictest interpretation of all relevant Codes of Practise and Professional Conduct.
- Helpful by nature and having a positive and cheerful "can-do" attitude & the ability to multi-task as part of a team.

ACADEMIC QUALIFICATIONS

<i>South East University</i>	<i>2006 - 2009</i>	Business Management 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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