

# Maxine Curry

## Finance Manager

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### PERSONAL SUMMARY

Maxine always takes into account key financial considerations when coming up with budgetary planning for both the short and long term aims of the company. 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 someone who only makes recommendations based on results to drive any improvement that is required. Possesses the ability to work in a fast-paced environment and meet strict daily deadlines. Right now she is looking to join a company that has a positive, progressive & engaging culture based open communication and a flat management structure.



### CAREER HISTORY

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

Responsible for providing financial advice and support to work colleagues, senior managers and company clients to enable them to make sound business decisions.

#### Duties:

- Managing and improving the company's entire financial accounting, monitoring and reporting systems.
- Ensuring all month end journals are posted in a timely and accurate way with appropriate supporting information.
- Playing a strategic role in managing the company's finances, budgets and associated business interests.
- Liaising as appropriate with a range of internal and external stakeholders & responding to their needs accordingly.
- Helping the business to respond in an agile and flexible manner to any business opportunities that may arise.
- Negotiating & working with a variety of internal and external stakeholders on issues of mutual financial concern.
- Fostering a culture of continuous improvement within the various budgeting, accounting and finance departments.

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

### PROFESSIONAL SKILLS

#### Financial

- Experience of analysing data, providing financial advice, supporting new business projects and planning budgets.
- Thorough understanding of financial & business processes in various departments such as Sales, HR & Marketing.
- Preparing the company's annual reports and accounts & ensuring they are robust and delivered in a timely fashion.
- Driving improvements in efficiency, effectiveness & continuous improvement in relation to financial performance.
- Understanding of book-keeping principles, debt management, and of computerised accounting software packages.
- Open to constructive feedback & always listening carefully to what employees have to say about her ability.

#### Personal

- Tactful communicator who has a warm, friendly and welcoming manner & who is confident when communicating.
- Possessing a strong analytical mind-set with the ability to process and present data in a meaningful and useful way.
- Adhering at all times to the strictest interpretation of all relevant Codes of Practise and Professional Conduct.
- Never put off by seemingly insurmountable obstacles, instead seeing them as challenges to be overcome.

### 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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