

Rachel Smith

Trainee accountant

AREAS OF EXPERTISE

Financial reporting
Strategic business reviews
Financial analysis
Accounting systems
IT skills
Expenditure tracking
Profitability analysis
Cost analysis
Cash management

PROFESSIONAL

First Aid
Spanish

PERSONAL SKILLS

Attention to detail
Time management
Good team player
Problem solving

PERSONAL DETAILS

Rachel Smith
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DOB: 10/02/1988
Driving license: Yes
Nationality: British

PERSONAL SUMMARY

A bright and talented finance graduate who is looking to join a commercially-focused, forward thinking company. Excellent communication skills with an ability to interpret and communicate financial data to non-financial colleagues.

Currently employed on a temporary contract as an accounts assistant, but looking for a permanent trainee position with a company that can offer a training programme for aspiring accountants.

ACADEMIC QUALIFICATIONS

BBA (Hons) Accounts and Finance
Norwich University 2007 - 2010

A levels: Maths (A) English (A) Business Studies (B)
Ipswich Town College 2005 - 2007

WORK EXPERIENCE

Salford Accountancy Firm – Coventry

ACCOUNTS ASSISTANT June 2010 - Present

Responsible for various areas including; invoicing, expenses, payment runs, reconciliations and dealing with financial queries. Also be required to cover for other staff in the finance team.

Duties:

- Analysing financial data and making conclusions.
- Involved in producing and analyzing year end financial accounts.
- Liaising with the company's auditors.
- Helping to produce the companies tax return.
- Involved in preparing monthly management accounts.
- Assisting in bank reconciliations.
- Helping departments to plan, manage and report their budgets forecasts.
- Preparation of Statutory Accounts, CT600 and Corporation Tax Computations.
- Completion of Personal Tax Returns.
- Working with SAPA , SAGE 50 Accounts & SAGE taxation.
- Ensure that the Company Service Guarantees are met.

KEY SKILLS AND COMPETENCIES

- Having a mathematical mind with good analytical skills.
- Able to co-ordinate and manage all aspects of Payroll and VAT Administration.
- Able to prioritize individual workloads according to deadlines.
- Confident attitude with a proactive approach to your work.
- Good knowledge of IRIS accounts production software.
- Ability to manage multiple tasks simultaneously.
- Experience of offering tax, accountancy & business development advice to clients.
- Up to date with all current accounting and taxation legislation.
- Possessing commercial acumen.
- Able to work as part of a team or alone.
- Can produce sole trader ship, partnership and limited company accounts from both manual and computerised records.

REFERENCES – Available on request.

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