

Wendy Harris

Auditor CV

AREAS OF EXPERTISE

Internal auditor

Risk management

Internal controls

Accounting methods

Financial in-balances

Financial report writing

Analysing data

PROFESSIONAL

Registered IRCA lead auditor

Membership of IEMA

PERSONAL SKILLS

French speaker

Decision making

Numerical skills

Perseverance

PERSONAL DETAILS

*Wendy Harris
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DOB: 12/09/1985

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

A committed auditor with an ability to generate and implement effective auditing procedures and also to evaluate accounting systems for efficiency. Having a successful track record of checking a companies financial records, bookkeeping and accounting methods to identify efficiency improvements that maximise an assignments profitability.

Recently recommended and implemented financial changes for a external client that resulted in a 21% increase in their revenues. Currently looking for a position as an internal auditor with an ambitious company.

WORK EXPERIENCE

Financial Accounting Consultants – Coventry

INTERNAL AUDITOR June 2008 - Present

Assisting Audit Managers in the performance of complex audit assignments and investigations, often undertaking specific elements of the assignment with minimal supervision. Completing allocated work within required time and budgets and to required quality standard.

Duties:

- Planning and conducting professional management system audits.
- Generating ideas to maximise assignment profitability.
- Identifying areas of potential efficiency improvements.
- Involved in financial reporting, risk management, compliance & integrations.
- Compiling reports of audit results to senior managers.
- Daily contact with client staff and other parties.
- Assists in the training and coaching of junior members of staff.
- Promote controls and sound risk management.
- Draft audit reports for review by the lead auditor and senior managers.
- Identify any gaps in controls and make practical recommendations.
- Performing audit assignments in compliance with the Government Internal Audit Standards.

KEY SKILLS AND COMPETENCIES

- An excellent understanding of auditing techniques.
- Experience within an Internal or External audit environment.
- Able to motivate and lead others in a project team environment.
- Experience of the Asset Management, Banking and Insurance industries.
- A proactive approach and the ability to work autonomously and as part of a team.
- Analytical and methodical when approaching problems.
- A comprehensive knowledge of professional auditing and accounting standards and guidelines.

ACADEMIC QUALIFICATIONS

BSc (Hons) Accounting, Auditing and Finance
Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)
Coventry Central College 2003 - 2005

REFERENCES – Available on request.

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