

# TIMOTHY DUNCAN

## Senior Finance Manager

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South Bennie, Comoros

### SUMMARY

Experienced Senior Finance Manager with a proven track record of producing concise management information resulting in informed decision-making. Strong leadership and analytical thinking skills coupled with excellent numeric and literacy skills. Advanced proficiency in Microsoft Excel and a highly organized and motivated individual. Successfully managed financial operations for real estate and construction companies, delivering cost savings and improved financial performance. ACA qualified with a Bachelor's degree in Commerce. Committed to driving strategic growth and contributing to the success of the company. Aiming for continuous career progression in finance and making a significant impact on business outcomes.

### EXPERIENCE

**Finance Manager** 2022 - Ongoing  
**ABC Real Estate** London

Managed financial operations for a portfolio of residential properties, overseeing budgeting, reporting, and analysis processes.

- Prepared monthly management reports, providing key financial insights to stakeholders.
- Led financial forecasting and variance analysis to support decision-making.
- Streamlined financial processes, resulting in a 25% decrease in reporting time.
- Implemented cost control measures, reducing expenses by 10% within one year.

**Senior Financial Analyst** 2017 - 2022  
**XYZ Construction** Manchester

Provided financial analysis and strategic guidance for major construction projects, ensuring cost efficiency and profitability.

- Developed financial models and conducted feasibility studies for new projects.
- Performed risk analysis and mitigation strategies, minimizing financial risks.
- Collaborated with project managers to track project budgets and control costs.
- Supported senior management in decision-making through comprehensive financial analysis.

**Finance Specialist** 2015 - 2017  
**DEF Property Management** Liverpool

Managed financial operations for a portfolio of commercial properties, ensuring accurate and timely financial reporting.

- Prepared financial statements and monthly/quarterly/annual reports for stakeholders.
- Implemented automated financial reporting system, reducing reporting time by 30%.
- Developed and maintained financial controls, ensuring compliance with regulatory requirements.
- Provided financial analysis and recommendations to improve property performance.

### MY LIFE PHILOSOPHY

Success is not the key to happiness. Happiness is the key to success. If you love what you do, you will succeed.

### STRENGTHS

#### 💡 Leadership

Led a team of 10 finance professionals, resulting in a 20% increase in productivity and timely completion of financial reports.

#### ❤️ Analytical Thinking

Analyzed financial data to identify cost-saving opportunities, leading to a 15% reduction in operational expenses.

#### ★ Strategic Planning

Developed and implemented a 5-year financial plan, resulting in improved forecasting accuracy and better financial decision-making.

### SKILLS

Financial Analysis · Budgeting ·  
Financial Reporting ·  
Strategic Planning ·  
Risk Management · Forecasting ·  
Process Improvement ·  
Microsoft Excel · Leadership ·  
Analytical Thinking · Collaboration ·  
Problem Solving