

Gary White

Assistant accountant

PERSONAL SUMMARY

A confident, multi-skilled & capable assistant accountant with excellent knowledge of finance & accounting procedures. Exceptional analytical & problem solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive cost efficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures. Now looking for a new & challenging accountancy position, one which will make best use of my existing skills and experience & also further my development.

WORK EXPERIENCE

Construction Company - Croydon

ASSISTANT ACCOUNTANT June 2008 - Present

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based. Also involved in compiling financial reports and analyses, whilst working to strict deadlines.

Duties:

- Preparing sales invoices & the upkeep of an accurate accounts filing system.
- Preparation and input of month end journal vouchers.
- Inputting, matching, banking and coding of cheques.
- Dealer and Customer reconciliations.
- Preparation of variance reports for senior managers.
- Responsible for financial accounts including budgets and cash-flow.
- Supervising junior financial staff.
- Responsible for KPI analysis and evaluation of costs and margins.
- Convenient with PAYE and VAT reconciliations.
- Conducting regular business review of financial performance.
- Proactively identifying business improvement opportunities.
- Fixed Asset accounting, reconciliations and depreciation journals.
- Ensuring that information is accurately collated & entered into systems.
- Preparation of bi-weekly invoices and expense claim payment runs.
- Assist in the preparation of monthly balance sheet account reconciliations.
- Inputting of supplier invoices and employee expense claims to the ledgers.

KEY SKILLS AND COMPETENCIES

- Good all round Financial Accounting Knowledge.
- Knowledge of Accounts Payable & Receivable processes and procedures.
- Experience in using SAP and other similar accounting systems.
- Strong Excel skills.

ACADEMIC QUALIFICATIONS

B.A (Hons) Accounting & Finance
Nottingham University 2001 - 2005

A level: Maths (A) English (B) Technology (B) Science (C)
Croydon College 2005 - 2008

REFERENCES - Available on request.

AREAS OF EXPERTISE

Identify management accounts

Budgeting & forecasting

P&L analysis

Identify and procedures

Variance reporting

Computer literacy

Margin analysis

Query resolution

Reporting & management accounting

PROFESSIONAL

CIMA

PERSONAL SKILLS

Numerate

Investigative

Pro-active problem solver

PERSONAL DETAILS

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