

Jessica Claire

Montgomery Street, San Francisco, CA 94105 | (555) 432-1000 | resumesample@example.com

SUMMARY	<p>A qualified, management accountant with a track record of supporting commercial business decisions and communicating complex financial information to a range of audiences. Highly developed technical, commercial and analytical skills accompanied by the ability to establish strong working relationships with a wide range of stakeholders. *Analytical skills: Strong IFRS knowledge, advanced Excel skills and the ability to analyse financial information to deliver innovative business insights. *Change management: Worked on projects to support business change and drive improvements and streamlined financial management systems. *Business partnering: Developed excellent working relationships with senior stakeholders coupled with the ability to influence and challenge processes.</p>
QUALIFICATIONS	<p>Advanced Excel (macros, VBA, pivot tables), IFRS, revenue recognition, budgeting, financial modelling, SAP, Hyperion, JD Edwards, Business Objects SQL</p>
ACCOMPLISHMENTS	
PROFESSIONAL EXPERIENCE	<p>MANAGEMENT ACCOUNTANT 05/2013 to PRESENT</p> <ul style="list-style-type: none">Legal & General Investment Management are a FTSE 100 insurance and investment business with growing global revenue streams of £694m.Promoted to the Operations division to provide a dedicated service of commercial and financial, analytical support to the sales/client relationship management teams.My work involved creating and analysing revenue and cost management information (MI) reports for 20 senior managers, marketing, IT, COO and the Board.Produced the business forecasts (sales £37.7bn), annual budgets and commentaries.Developed the monthly performance management information pack (revenue and costs) distributed to business unit heads for decision making - analysing key variances, KPI setting, revenue recognition and reviewing spend to date.Managed the quarterly forecasting process, budgeting and assisting with the annual planning process.Business partnered with commercial teams to analyse performance, built new reporting models and provide relevant commentary for decision-making.Prepared and presented the monthly financial results (P&L, balance sheets, cashflows) to senior management - highlighting risks and opportunities.Partnered with the Marketing department in presenting to new clients by analysing our product offering, presenting and helping to increase new business growth.Successfully integrated a new client relationship management system (Salesforce), testing and training new users.Worked with the Head of FP&A to create a series of new flash reports consolidating the organisation's global performance. <p>ASSISTANT ACCOUNTANT 11/2008 to 05/2013</p> <ul style="list-style-type: none">Hired to work in the Finance department reporting to the Finance Manager.Completed the full monthly management accounts for one business entity and produced management reports for 7 business unit heads.Developed the new revenue/cost reporting (IFRS) packs for the sales division, enhancing scorecards and better analysing profitability and trends.Automated reconciliations resulting in a time saving of 10 hours per week.Streamlined reporting from 7 days to 3 for accelerated half-year deadlines.Tightened cashflow controls, reducing incidents of overdrawn balances by 300% and saving interest charges of around £15k per year. <p>ASSISTANT MANAGEMENT ACCOUNTANT 03/2007 to 11/2008</p> <ul style="list-style-type: none">Hired within the UK Head Office Finance team of a highly reputable art auctioneers (T/O £221m).Prepared statutory accounts for two legal entities and presented departmental P&Ls to budget holders.Partnered with a business division in Moscow to set up cost controls, resulting in identifying a loss making division and corrective action being taken.Represented the UK Finance team on successfully implementing a new treasury cash management system and training staff in the New York office. <p>FINANCE ASSISTANT 03/2006 to 03/2007</p> <p>Ntt America</p> <ul style="list-style-type: none">Worked in the Head Office AP team of an investment bank (T/O £38bn).Helped integrate the AP function within the wider finance division by preparing detailed expense reconciliations for the management accounts. <p>ACCOUNTS ASSISTANT 03/2005 to 03/2006</p> <ul style="list-style-type: none">Worked in the back office settlements division of the oil trading company (Group T/O £265bn) responsible for batching and coding invoices.Worked as part of a project team to successfully reduce aged debt from £5m to <£100k.Traveling in Italy and general office work July 2004 to March 2005.
EDUCATION AND PROFESSIONAL TRAINING	<p>Physics MAY 2014</p> <p>Liverpool University</p> <p>GPA: GPA: 2.2</p> <p>All first time passes (72% case study)</p> <p>London Oratory School 2001</p> <p>3 A levels, 12 GCSEs</p>
LANGUAGES	
SKILLS	<p>A levels, AP, art, balance sheets, budgeting, budgets, budget, Business Objects, cash management, client, clients, decision-making, decision making, senior management, Finance, financial, FP&A, flash, forecasting, general office, Hyperion, insurance, Investment Management, JD Edwards, Legal, macros, marketing, Excel, Office, oil, performance management, pivot tables, presenting, coding, relationship management, reporting, revenue recognition, sales, SAP, settlements, SQL, statutory accounts, treasury, VBA</p>