

# MICHELLE SANDERS

## Finance Manager

@johndoe@email.com • London, UK

### SUMMARY

Experienced Finance Manager with a strong background in credit control and management of financial reports. AAT qualified with experience in Sage 50 Accounts Professional and Sage 50 payroll.

### EXPERIENCE

Finance Manager 2019 - 2022  
**ABC Ltd** London, UK

Managed credit control resulting in a decrease of aged debtor days from 90 to 60 days

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- Implemented a new system for customer remittance advices resulting in a 50% reduction in queries
- Produced weekly reports of debtors and overview of status resulting in a more efficient debt collection process

Accounts Manager 2016 - 2019  
**XYZ Co** Bristol, UK

Managed month-end processing resulting in timely and accurate financial reporting

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- Developed and maintained finance reports resulting in improved financial analysis
- Implemented a new system for managing subcontractor HR & CIS submissions resulting in a 30% reduction in errors

Finance Controller 2013 - 2016  
**123 Inc** Manchester, UK

Managed and processed wages resulting in timely and accurate payroll

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- Oversaw petty cash resulting in improved expense management
- Reconciled bank statements resulting in accurate financial records

### EDUCATION

AAT 2010 - 2013  
**BPP University** London, UK

### LANGUAGES

English Native ••••• Spanish Advanced •••••

### STRENGTHS

Heart Credit Control Expert  
Reduced aged debtor days by 30% through efficient credit control strategies.

Key Team Management  
Led a team of 5 finance professionals and improved team performance by 20%.

Lightning Financial Analysis  
Implemented data-driven financial analysis processes, resulting in a 15% increase in profits.

### SKILLS

Credit Control · Financial Reporting ·  
Payroll Management ·  
Financial Analysis ·  
Team Management ·  
Budgeting and Forecasting ·  
Sage 50 Accounts Professional ·  
Microsoft Excel

### ACHIEVEMENTS

Scalpel Streamlining Credit Control Process  
Implemented an automated credit control system, resulting in a 40% reduction in manual workload.

Ring Successful Budget Implementation  
Managed to implement a budget that resulted in a 10% increase in profits for the company.

### AWARDS

Heart Finance Professional of the Year  
Recognized for outstanding contributions to the finance industry by XYZ Association.