

MARCUS HALL

Assistant Accountant

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📍 North Giovanifield, Armenia



SUMMARY

Highly motivated and results-oriented Assistant Accountant with over 5 years of experience in operational and transactional accounting. Part qualified ACCA/CIMA with a strong understanding of daily and month-end accounting procedures, P&L reconciliations, balance sheet reconciliations, AR and AP, credit control, and cash flow management. Proficient in using accounting and CRM systems, with advanced Excel skills including Pivots and Vlookup. Known for confidently challenging existing processes and suggesting improvements, I am a self-starter who can effectively manage workload and offer support to team members. Passionate about contributing to a positive period of growth and improvement within the organization.

EXPERIENCE

Assistant Accountant

Greenway Financial Services

📅 2022 - Ongoing 🗺 Droitwich

Managed daily and month-end accounting procedures, resulting in accurate financial statements and timely reporting. Conducted P&L reconciliations and balance sheet reconciliations, identifying and resolving discrepancies. Assisted in managing the asset register and monitoring payment runs to ensure timely supplier payments. Provided support to the Finance Manager in month-end/year-end reporting and internal/external audits. Generated spending reports to aid in cost-saving initiatives.

- Executed daily and month-end accounting procedures, ensuring accurate and reliable financial statements.
- Performed P&L and balance sheet reconciliations, resolving discrepancies to maintain data integrity.
- Assisted in managing the asset register, resulting in effective tracking and management of company assets.
- Monitored payment runs to ensure suppliers were paid within agreed timescales, maintaining positive relationships.
- Generated reports on spending to support cost-saving initiatives and drive financial efficiency.

MY LIFE PHILOSOPHY

Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful.

STRENGTHS



Effective Communication

Excellent communication skills demonstrated through regular collaboration with cross-functional teams, resulting in efficient problem-solving and resolution of financial discrepancies.



Attention to Detail

Meticulous attention to detail in conducting account reconciliations and reviewing financial records, ensuring accuracy and reliability in financial reporting.



Analytical Thinking

Strong analytical skills utilized in identifying trends, evaluating financial data, and making informed recommendations to drive cost-saving initiatives and optimize financial performance.