

# Maxine Curry

## Finance

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### PERSONAL SUMMARY

Maxine is a capable individual who is willing to both support and challenge at all levels. She has the relevant experience, numerical ability, customer service skills and positive, proactive approach that employers look for in a candidate. In her current role she has been pivotal in helping the company directors navigate the business through the next period of its growth. As a true professional she is someone who only makes recommendations based on results to drive any improvement that is required. Possesses the ability to work in a fast-paced environment and meet strict daily deadlines. Right now she is looking for a suitable position that is full of possibilities.



### CAREER HISTORY

**FINANCE**      *Insurance Company, Coventry*      Sep 2014 - Present

Responsible for ensuring that the company's finance systems and processes, including payroll, are effective, up-to-date and operate in line with legislation and the requirements of external bodies.

#### Duties:

- Working with the Chief Executive, and playing a key role in liaising with external bodies to secure funding.
- Developing procedures & controls to ensure the company continues to safeguard its assets in an efficient manner.
- Supporting the operational management team in maximising every department's financial performance.
- Establishing and maintaining effective business relationships with both internal and external company customers.
- Writing up annual budgets (actual and forecast), cash flow forecasts and also monthly management accounts.
- Negotiating & working with a variety of internal and external stakeholders on issues of mutual financial concern.
- Managing the receipt of a high volume of electronic accounts, manual paper supplier invoices and general queries.

**FINANCIAL ANALYST**      *Marketing Company - Coventry*      Jun 2012 - Sep 2014  
**TRAINEE MANAGER**      *Distribution Company - Leeds*      Jan 2010 - Aug 2012

### PROFESSIONAL SKILLS

#### Financial

- Proposing innovative solutions to defined problems to ensure that sound decisions are made across the company.
- Responding quickly, responsibly and pragmatically to situations that require immediate attention, focus and action.
- Capable of driving change across a whole finance department and comfortable in influencing key decision makers.
- Having a professional & helpful manner when dealing with finance related enquiries from colleagues/third parties.
- Understanding of book-keeping principles, debt management, and of computerised accounting software packages.
- Open to constructive feedback & always listening carefully to what employees have to say about her ability.

#### Personal

- Tactful communicator who has a warm, friendly and welcoming manner & who is confident when communicating.
- Willing to challenge the status quo and not afraid to rattle a cage or upset individuals for the good of the company.
- Adhering at all times to the strictest interpretation of all relevant Codes of Practice and Professional Conduct.
- Never put off by seemingly insurmountable obstacles, instead seeing them as challenges to be overcome.

### ACADEMIC QUALIFICATIONS

|                              |                    |  |
|------------------------------|--------------------|--|
| <i>South East University</i> | <i>2006 - 2009</i> | Business Management Degree                             |
| <i>North East College</i>    | <i>2005 - 2006</i> | Diploma in Management                                  |
| <i>Sparkbrook College</i>    | <i>2004 - 2005</i> | Diploma in Business Administration                     |
| <i>Sparkbrook College</i>    | <i>2004 - 2005</i> | Diploma in Marketing                                   |
| <i>Coventry School</i>       | <i>2000 - 2004</i> | A levels: Maths (A) English (B) Technology (B) Science |

**REFERENCES** - Available on request