

# Tracy Cooper

## Finance Director

### AREAS OF EXPERTISE

*Financial project management*

*Financial Accounting*

*Strategic business reviews*

*Cash flow management*

*Asset management*

*Financial performance*

*Corporate financial affairs*

### PROFESSIONAL

*Prince II Practitioner*

*MBA*

*ACCA*

### PERSONAL SKILLS

*Team player*

*Troubleshooting*

*Attention to detail*

### PERSONAL DETAILS

*Tracy Cooper  
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Coventry  
CV6 7RF*

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*DOB: 12/09/1985  
Driving license: Yes  
Nationality: British*

### PERSONAL SUMMARY

A fully qualified finance director with experience of leading financial strategies to facilitate a companies ambitious growth plans. A proven ability to constantly challenge and improve existing processes and systems. Possessing excellent communication skills and having the ability to communicate professionally with clients and colleagues on detailed financial issues.

Easy going by nature, and able to get along with work colleagues and managers, currently looking for finance director or consultant position with a ambitious company.

### WORK EXPERIENCE

*Hillary Financial Consultancy Services – Coventry*  
FINANCE DIRECTOR      June 2008 - Present

Managing, Analyzing and reporting to executives and directors on: key performance indicators, business risks, business objectives, influences on past and future performance,

#### *Duties:*

- Responsible for the financial planning and management of projects.
- Managing the financial day to day operational aspects of a project.
- Reporting to the Heads of Departments.
- Responsible for the oversight and delivery of annual budgets.
- Expenditure tracking, operating budgets and long range financial plans.
- Managing up to 10 administrative and financial staff.
- Implementation of new corporate financial procedures to ensure best practice.
- Measuring financial risks.
- Working with various departments of the business to help them plan their budgets.

### KEY SKILLS AND COMPETENCIES

- Providing direction and leadership to planning and accounting staff.
- Knowledge of: Balance Sheets, Profit Measurement, Cash Flow statements.
- Carrying out investment appraisals.
- Trend analysis & financial modelling to help respond to dynamic market conditions
- Ensuring compliance and statutory reporting.
- Able to provide a high standard of financial control.
- Proven ability to manage and develop a financial team.
- Ensuring legal & regulatory compliance relating to tax & HMRC is adhered to.
- Comfortable with working as the number one finance person in a company.
- Experience of systems processes and procedures, including Sage Line 50.

### ACADEMIC QUALIFICATIONS

*BA (Hons)      Finance and Business  
Nuneaton University      2005 - 2008*

*A levels:      Maths (A) English (B) Technology (B) Science (C)  
Coventry Central College      2003 - 2005*

REFERENCES – Available on request.