

Gary White

Assistant accountant

AREAS OF EXPERTISE

Monthly management accounts

Budgeting & forecasting

P&L analyses

Month end procedures

Variance reporting

Computer literacy

Margin analysis

Query resolution

Reporting & management accounting

PROFESSIONAL

CIMA

PERSONAL SKILLS

Numerate

Investigative

Pro-active problem solver

PERSONAL DETAILS

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

PERSONAL SUMMARY

A confident, multi-skilled & capable assistant accountant with excellent knowledge of finance & accounting procedures. Exceptional analytical & problem solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures. Now looking for a new & challenging accountancy position, one which will make best use of my existing skills and experience & also further my development.

WORK EXPERIENCE

Construction Company – Coventry

ASSISTANT ACCOUNTANT June 2008 - Present

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based. Also involved in compiling financial reports and analyses, whilst working to strict deadlines.

Duties:

- Preparing sales invoices & the upkeep of an accurate accounts filing system.
- Preparation and input of month end journal vouchers.
- Inputting, matching, batching and coding of invoices.
- Debtor and Creditor reconciliations.
- Preparation of various reports for senior managers.
- Responsible for financial accounts including budgets and cash-flow.
- Supervising junior financial staff.
- Responsible for KPI analysis and evaluation of costs and margins.
- Conversant with PAYE and VAT reconciliations.
- Conducting regular business reviews of financial performance.
- Proactively identifying business improvement opportunities.
- Fixed Asset accounting, reconciliations and depreciation journals.
- Ensuring that information is accurately collated & entered into systems.
- Preparation of bi-weekly invoice and expense claim payment runs.
- Assist in the preparation of monthly balance sheet account reconciliations.
- Inputting of supplier invoices and employee expense claims to the ledgers.

KEY SKILLS AND COMPETENCIES

- Good all round Financial Accounting Knowledge.
- Knowledge of Accounts Payable & Receivable processes and procedures.
- Experience in using SAP and other similar accounting systems.
- Strong Excel skills.

ACADEMIC QUALIFICATIONS

*BA (Hons) Accounting & Finance
Nuneaton University 2005 - 2008*

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

REFERENCES – Available on request.