



HOWARD GERRARD

Accountant



Deyjob.com, Birmingham



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LinkedIn/name

SUMMARY

Howard is considered an expert at managing a company's finances and looking after its accounts. He is able to perform mathematical calculations with speed as well as accuracy and can be relied upon to provide accurate and trustworthy information about financial transactions. He is confident in his ability to play a strategic role in any business.

EDUCATION

University 2010 – 2013

Course details

Modules

More text

College 2008 – 2010

Course details

Subject

More text

School 2003 – 2008

Course details

English (A)

Maths (B)

Physics (C)

Geography (D)

WORK EXPERIENCE

Company name

2016 – Present

ACCOUNTANT – Location

Responsible for ensuring the smooth running of the accounts department. Advising and updating the Director on irregularities or concerns about invoices & financial matters.

- Keeping financial control records for expenditures, allotments and receipts etc.
- Verifying financial documents for validity, accuracy and completeness.
- Managing the receipts and deposits of cash and bank transactions.
- Ensuring that all invoices and staff reimbursements are paid accurately.

Company name

2015 – 2016

ACCOUNTANT – Location

Maintaining the quality of financial controls. Organising and co-ordinating the work of junior accounting personnel. Locating errors in accounting records.

- Assisting colleagues in other departments with preparation of the annual budget.
- Implementing departmental accounting policies, procedures and processes.
- Using financial tools and techniques to evaluate business opportunities.
- Presenting accounting data in a clear and understandable manner.

Company name

2014 – 2015

ACCOUNTANT – Location

Reviewing monthly departmental Profit and Losses. Assisting with financial and tax audits. Detecting and preventing fraud. Controlling income and expenditure.

- Documenting internal financial controls and producing detailed expenditure reports.
- Completing VAT returns as well as writing cheques and setting up BACS payments.
- Writing large cheques for suppliers and setting up BACS payments for clients.
- Giving professional accounting advice to those who ask for it or need it.

Company name

2013 – 2014

ACCOUNTANT – Location

Responsible for drafting responses to queries in respect of submitted accounting computations. Creating, implementing and monitoring staff bonus schemes.

SKILLS

Accounts	★ ★ ★ ★ ★	Supervising	★ ★ ★ ★ ★
MS Word	★ ★ ★ ★ ★	Tax returns	★ ★ ★ ★ ★
Reports	★ ★ ★ ★ ★	Payrolls	★ ★ ★ ★ ★