

# 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*

### 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.

### PROFESSIONAL

*Prince II Practitioner*

*MBA*

*ACCA*

### 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.

### PERSONAL SKILLS

*Team player*

*Troubleshooting*

*Attention to detail*

### 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.