

Professional Summary

Results-driven and strategic Accountant with over 10 years of experience in financial management, taxation, and business planning. Proven track record of driving business growth through effective budgeting and cash flow management. Holding a senior position as AC09 at Inazuma.co, leveraging expertise in Sage Products and Tax Preparation to optimize financial performance.

Professional Experience

Senior Accountant (AC09)

Inazuma.co | January 2018 - Present

Accountant (AC06)

Pinnacle Accounting Services | June 2015 - December 2017

Key Achievements:

- Improved cash flow by 25% through effective budgeting and financial forecasting.
- Successfully implemented Sage 50 for streamlined accounting processes.

Responsibilities:

- Managed client accounts, ensuring timely delivery of financial reports.
- Conducted tax preparation and ensured compliance with regulatory requirements.

Junior Accountant (AC03)

Greenwich Financials | March 2012 - May 2015

Key Achievements:

- Assisted in reducing accounting errors by 30% through process improvements.
- Developed and maintained accurate financial records and reports.

Responsibilities:

- Assisted in budget preparation and financial analysis.
- Provided support in tax preparation and submission.

Accounting Assistant

Bristol Accounting Firm | September 2010 - February 2012

Key Achievements:

- Successfully assisted in the transition to a new accounting software, reducing training time by 40%.
- Maintained a high level of customer satisfaction through prompt query resolution.

Responsibilities:

- Assisted in data entry and financial record-keeping.
- Provided administrative support to the accounting team.

Education

AAT & CIMA in Management Accountancy
DeMontfort University | June 2010

Technical Skills

Accounting Software:

- Sage 50
- Sage Products

Financial Management:

- Budgeting
- Cash Flow Management
- Year End Accounts

Taxation:

- Tax Preparation
- Tax Compliance

Business Operations:

- Business Planning