

Address Line 1

Address Line 2

Post Code

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BUSINESS DEVELOPMENT - MANAGEMENT ACCOUNTS

♦ BDPs - Management Accounting - Credit Control - Team leadership ♦

Professionally qualified Captive Insurance Manager with nearly 105 years experience preparing and reporting of client company management accounts to year-end. Background career success as a hands-on team player, with proven abilities in defining company direction, achieving targets and developing new and repeat business. Now looking for a Financial Management position preferably within credit control / counselling that offers opportunity for progression in the Midlands area.

AREAS OF EXPERTISE

- Business development planning
- Strategic / roadmap planning
- Credit control
- Accounts reconciliation
- Ledger maintenance
- Management accounting
- Team building / leadership
- Commercial negotiations
- Budgeting / financial controls
- Systems development
- Audit compliance
- Board level presentations
- I.T. / computer literacy
- Minute taking
- Writing plans / reports

PROFESSIONAL DEVELOPMENT

Certificate	Captive Insurance Management	2004
Diploma	Double sided book-keeping to trial balance Guernsey College of Further Education.	2000
Member	of the British Institute of Inn keepers	1998

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS**ACCOUNTING SUPERVISOR****Sep 01 - Present**Write Company A Here

Reporting ultimately to the Director, and supervising a team of 12 providing all client management accounting services for a large portfolio of clients, including quality management accounting services, clear communication, credit control and annual regulatory reports.

- Instrumental in developing business plans to client satisfaction within service standards.
- Computerized the accounting system replacing the manual ledgers.
- Wrote quality procedures and maintained internal management systems to ISO 9001:2000 standards.
- Increased client capacity by over 50% after implementing procedures that prevented duplication.
- Presented management accounts to board level.
- Delivered management accounts, shareholder consolidation and investment reports, IPT, tax and regulatory returns within strict deadlines.
- Up-to-date on solvency requirements, general compliance issues, accounting for protected cell companies, money laundering issues, licensed insurers corporate governance code.

Credit Control

- Reconciled large accounts, built relationships with the customers, reinstated the account receivables.
- Implemented staff training plans.

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- Met all Key Performance Indicators (KPIs) and set objectives.
 - Negotiated with repayments with local businesses and retained large accounts.

ACCOUNTS ADMINISTRATOR

Apr 98 - Sep 01

Write Company B Here

Assisted on all accounting and company secretarial functions for a selected portfolio of client companies. Produced accounts and supporting documents for board and other meetings, complying with individuals clients' normal reporting requirements.

- Contributed to the achievement of corporate business plans, client satisfaction and the achievement of service standards. Accounts reconciliation and maintenance of Client Company Ledgers.
- Assisted with the preparation of management accounts to trial balance.
- Preparing accounts to pre audit stage, budgets, feasibility studies and financial projections. Assisted the respective client company's auditors, helping them understand the procedural requirements.
- Training of colleagues and associates within the Group.

Credit Control

- Managing debt collections / debt management. Dealing with all complaints and enquiries.
- Cleared the reconciliation and the bad debt backlog and reduced debtor days from 115 to 15 in 6 months whilst providing a positive cash flow.
- Established new processes for managing the credit control.
- Created month-end reports and credit control procedures, including checks and legal procedures.
- Managed solutions to customers' accounts in arrears that saved the company a significant £3.8 Million.

GENERAL MANAGER (LICENSEE)

1989 - 98

Write Company C Here

- Developed the business year-on-year. Making the pub the busiest in the town centre.
- Oversaw a complete renovation (completely funded three years ahead of budget).
- Converted the old downstairs bar to a wine-drinking establishment.
- Maintained of budgeted targets, controlling the rotation and ordering of stock, staff rosters and payroll, marketing, catering, security, health and hygiene.
- Increased customer loyalty by organising varied style theme nights and other promotional activities.
- Reduced staff turnover by maximizing teamwork and staff job satisfaction.

Various Courses (Commensurate with areas of Expertise)

Introduction to Insurance, Extended Trial Balance, Profit and Loss Accounts, Balance Sheets, Company Solvency Requirements, Governance Code Compliance Issues Revue, Money Laundering, Licensed Insurers Corporate Governance, Accounting for Protected Cell Companies Course, Leadership, Group Training and Development, Pool Re, Terrorism Insurance.

Interests and Pastimes: Football, boating, fishing, entertaining friends. Club Manager (Royal British Legion). I totally restructured and turned around this failing club and oversee the Head Steward, monitor and complete the accounts for the business.

Driving Licence: Full clean. **Status:** Single. **Born:** 1966.