
Jane Smith

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BUSINESS MANAGEMENT / ACCOUNTS / AAT QUALIFIED

♦ Financial Accounts - Human Resources - Operational Management ♦

Over 20 years experience and highly successful in implementing business process improvements, defining company direction, achieving goals and optimising business, whilst assuring quality in management and financial accounting to year-end on computerised and manual systems. I am now looking forward to making a continued significant contribution within a new taxation appointment to support further study towards acquiring the ATT qualification with the possibility of further study to CTA with a reputable company in the Buckinghamshire Region.

AREAS OF EXPERTISE

- Management Accounts
- Bank Reconciliation
- Administration
- Internal / External liaison
- Payroll
- Business Management
- Operational Management
- Small Business Start-up
- Staff Training
- Budgeting
- Final Accounts
- Credit Control
- Human Resources
- Computer Literate
- Quality Assurance

PROFESSIONAL DEVELOPMENT

Member	of the Association of Accounting Technicians	2006
AAT	Association of Accounting Technicians Qualification (current studies)	2004 - 07
Training courses:	Sage Instant Accounts 1 & 2, TAS Books, TAS Payroll	

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

BUSINESS MANAGER (ACCOUNTS)

1996 - Present

Company A

Responsible for the daily accounts as well as month and year-end financial statements for small limited company accounts and corporation tax returns including VAT. Production of management accounts, annual income and expenditure profiles and monitoring of variances against budgeted figures. Maintaining the bank reconciliation system and preparing monthly statements for the transfer of funds. HR for 15 members of staff - training, welfare, discipline etc.

- Established the accounts office for this new business, introducing computerised accounts and payroll for 15 members of staff.
 - Organising clinics and staffing schedules for three optometry practices .
 - Carrying out bank reconciliations, cash flow forecasts, completing month and year end financial statements, and self assessment returns.
 - Contributed to strategy formulation and forward planning as a member of the management team.
 - Researched budgets and implemented a cost effective plan for infrastructure and support expenditure.
 - Trained staff.
 - Budget preparation and monitoring of revised profiles as necessary during the year.
 - Utilising IT networking technologies whilst respecting pre-set budgets that increased bottom line profits.
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PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONTINUED)

TEMP / FULL TIME MOTHER

1988 -96

Companies Various

- **NOMINAL LEDGERS:** Processed invoices with corresponding nominal coding. Dealt with supplier enquiries. Reconciled monthly BACS /cheque report / supplier statements and issue of payments. Reconciliation of salaries and wages, creditors and emergency creditor accounts.
- **BANKING AND EXPENSES CONTROL:** Checked, recorded and banked remittances from customers. Issued cash and expenses for staff.
- **CREDIT CONTROL:** Chased payments and resolved queries from customers. Checked invoicing. Posted cashbook receipts and payments. Provided financial advice and information. Controlled cheque payments and balancing petty cash on a daily basis. Suspense Accounts - reconciliations on a timely basis. Completed legal forms and provided statistical information to other departments. Communicated with Inland Revenue, DSS, banks and external auditors. Carried out value for money exercises.
- **PAYROLL:** on manual and computerised systems. Developed working knowledge Income Tax and N.I. Controlled on-line adjustments to hours, costings and absence codings. Issuing cash and expenses for staff. Distributed payslips.

PA TO CHIEF ACCOUNTANT

1987 -88

Company B

Worked to tight schedules and deadlines, being responsible for new administrative and financial procedures whilst organising various events and conferences. Maintaining a high degree of proficiency in all MS Office applications, client / external liaison.

- All secretarial duties for the Chief Accountant. Assisted in the preparation of financial reports and budgets.
- Prepared monthly accounts, maintained ledgers, work in progress, and completed VAT returns.
- Designed a complex spreadsheet that calculated prices depending on various risk-share scenarios.
- Identified major variances and reporting. Liaised with management to discuss issues and to understand these variances.
- Developed a tool to reconcile third party documentation.

PERSONAL ASSISTANT TO REGIONAL DIRECTOR

1977 -87

Company D

Provided full PA secretarial support to the Regional Director and Professional Services Director along with arranging Ophthalmic schedules for 360 practices. Carrying out all duties pertaining to job title, such as arranging conference calls, diary and email management, organising travel and accommodation, ordering and maintaining of computer equipment, processing audio, copy typing, presentations and invoicing.

- Started in the accounts department and over 10 years received several promotions to finally be employed as PA to Professional Services Director. Transferred to Dollond & Aitchison Head Office in 1985.
- Day-to-Day accounts for 360 practices.
- Delivered monthly accounts for the company, Tax and VAT advice to the budget manager.

PERSONAL

Mobility: Full clean driving license.
Status: Married, 2 children aged 18 and 14.

References available on request.