

Gary White

Accounts assistant

AREAS OF EXPERTISE

Debt Recovery

Quarterly VAT Returns

Prepayments and Accruals

Microsoft Suite

Profit & Loss

SAP Business One

Cash management

Balance Sheet and Cash flow statements

PROFESSIONAL

AAT qualified

ACCA

PERSONAL SKILLS

Tenacious work ethic

Ability to meet deadlines

Keen to learn

Positive attitude

PERSONAL DETAILS

*Gary White
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Coventry
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DOB: 12/09/1985

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

An adaptable, resourceful and enthusiastic accounts assistant who has extensive experience of having a wide level of general responsibility for monitoring and reconciling a companies accounts. A strong communicator with excellent inter-personal skills and knowledge of KPI reporting and assisting in the production of monthly management accounts. Contributing extensively to team work and always displays a willing and helpful manner when resolving, analysing and investigating various accounting discrepancies.

Now looking to further an already successful career by working in the finance department for an ambitious and expanding company.

WORK EXPERIENCE

Accountancy Firm – Coventry

ACCOUNTS ASSISTANT June 2008 - Present

Working as part of a team that is responsible for making sure that the flow of costs and revenues between the various projects, regions and people is accurately accounted for and managed.

Duties:

- Assisting the Accounts and Tax manager in a variety of business roles.
- Reconciling petty cash.
- Arranging IR35 checks on contracts and liaising with clients over results.
- Balance sheet reconciliations.
- Salary entry and reconciliation.
- General ledger entry including accruals and prepayments.
- Dealing with statutory returns.
- Assisting internal/external auditors with queries.
- Chasing outstanding customer accounts.
- Resolution of invoice queries including credits.
- Assisting with sales / purchase ledger duties, cash books and payroll.
- Communicating clearly and effectively with the accounts team.
- Monthly / quarterly management accounts preparation.
- Assisting in the preparation of year end accounts for clients.
- Registering clients for VAT and PAYE.

KEY SKILLS AND COMPETENCIES

- Extensive knowledge of excel spreadsheets.
- Knowledge and experience of SAP.
- Inputting invoices onto a sage 200 system.
- Excellent customer service & communication skills.
- Ability to handle large volumes of invoices.

ACADEMIC QUALIFICATIONS

BA (Hons) Accountancy
Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)
Coventry Central College 2003 - 2005

REFERENCES – Available on request.

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