

## **CV#40000416**

Accountant

Looking for job in: Anywhere in UK

Candidate CV resume: Strong organizational, analytical, interpersonal, persuasive, verbal and communication skills.

- Self-motivated to learn new concepts and participate in new projects.
- Ability to work long hours during peak periods, capacity to absorb pressure from workloads and conflicting issues, and to meet deadlines.
- Clean class four driver's license.

Skills & expertise

**Accounts Payable**

**Bank Reconciliations**

**Cash Flow**

**Customer Service**

**Filing**

**Financial Statements**

**Journals**

**Management Accounting**

**Microsoft Word**

**Payments**

**Purchasing**

**Reporting**

**Returns**

**Statutory**

**Pastel Evolution**

**Accounting**

**Budgeting**

**Cash Management**

**Exchange**

**Finance**

**Forecasting**

**General Ledger**

**Ledger**

**Microsoft Excel**

**Pastel**

**Payroll**

**Stock reconciliation**

**Retail Sales**

**SAP**

**Training**

Looking for

£20,000.00 per annum Full-time permanent

- Birmingham, West Midlands
- Accountancy

Work history

Principal Accountant from 01/01/2010

At Ministry of Mines and Mining Development (Mining Industry Loan Fund)

Plan, oversee, direct, and organize the work of the finance function, including monthly and year end, P&L and Statement of Financial Position, cash flow management and expenditure management

- Improve administrative and operational accounting services such as foreign exchange management, payroll, accounts payable, and purchasing.
- Coordination and execution of the annual budgeting and forecasting processes.
- Ensure compliance with all legislative, statutory and corporate affairs requirements on a timely basis as appropriate.
- Input into and oversight of legal and contractual processes.
- Set the agenda and prepare minutes of Board Meetings.

Responsible for evaluating recruitment needs alongside management and ensuring the timely recruitment of required skills.

- Establish and monitor staff performance and development processes, goals and objectives, conduct performance appraisals and determine training needs.
- Ensure staff members receive timely and appropriate training and development.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Responsible for processes relating to use of contractors.

Accountant from 09/01/2007 to 31/12/2009

At Ministry of Mines and Mining Development

Process accounting records up to Final Accounts

- Compile: management account; reconciliation and variance reports; month and year end journals and/or provisions.
- Finalise year end check lists
- Hand over accounting files to audit department

- Process and capturing of audited journals
- Compilation of financial statements
- General administration  
Computer Literacy
- Application Programmes- SAP (Proficiency)
- Database Management -Microsoft Excel (Proficiency)
- Word Processing -Microsoft Word (Proficiency)
- Pastel Evolution

Accounting Assistant from 01/04/2005 to 08/01/2007  
At Ministry of Mines and Mining Development

Reporting to the Accountant. I was involved in the compilation of monthly returns. Bank reconciliations on a monthly basis and making adjustment journals. Carried out monthly reconciliations of the General ledger and making all necessary adjustment journals. Manual receipting and preparing for banking of daily takings. Compilation and preparation of quarterly returns in terms of the Public Finance Management Act. Ensuring that all reconciliations are timeously done and checked. Liaise with clients and banks. Disbursing cash and cash management. Developing and maintaining sustainable client relationship. Calculation of travelling and subsistence allowances for both local and foreign trips. Receipting, processing payments and parking transactions through the SAP system.

#### BEHAVIORAL & FUNCTIONAL COMPETENCIES

- Well groomed (professional environment)
- Good Communication Skills (written and verbal)
- Reliable & Trustworthy
- Creative & Innovative
- Good Customer Service Skills
- Computer Literacy - Excellent MS Office (Word, Excel, and Internet)
- Outstanding interpersonal skills
- Ability to solve problems
- Being pro-active and optimistic
- Outstanding organisational, problem-solving and analytical skills
- Demonstrate ability to plan and organise projects both short-term and long-term

## Qualifications

University degree  
Midlands State University  
Accounting  
From 2009 to 2012  
Higher National Diploma  
Southern Africa Association of Accountants  
From 2000 to 2006  
Cost and Management Accounting Level 3  
Pitman  
From 1999 to 2000

Ordinary Level  
Cambridge  
1987 to 1990