



**2000-2006**

**Management Accountant**

**Southern Finance Plc  
Portsmouth**

- Preparing regular financial statements and accounts, such as profit and loss accounts
- Analysing company performance
- Monitoring spending, costs and budgets
- Interviewing clients
- Supervising an office of nine staff

**1998-2000**

**Accounts Technician**

**Southern Finance Plc  
Portsmouth**

- Assisting with ledger accounts and budget preparation
- Preparing statements showing income and expenditure
- Processing expenses claims

### **Other Employment**

I started work as a trainee accounts clerk with Southern Finance, learning the job and assisting with ledger accounts. From there I was quickly promoted to accounts clerk and began working towards professional qualifications.

### **Additional Information**

- IT skills: use Microsoft Office and SAGE financial management software on a daily basis to write documents, prepare presentations, store and manipulate data and produce financial reports.
- Part-time study of the courses described above required self-discipline, time-management skills and determination. I developed a much broader awareness and understanding of company systems and functions as a result of study.
- I am a keen member of a local amateur dramatics society, and have been stage manager for the last four years. This provides an additional arena to further develop my organisational and people-management skills.
- Currently treasurer of my children's primary school PTA. This requires careful thought on how to present financial information to members of PTA who are without financial knowledge.
- Regular swimming (twice a week) to keep fit.
- My language skills include conversational Spanish and French. I have taken several evening classes to develop my confidence when communicating on holiday.
- I have a full clean driving licence.

#### **Note**

This section quickly summarises previous employment history that is less relevant.

#### **Note**

This section highlights the employability skills developed through study, work and even leisure interests.