

# James Miller

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## Education

LEEDS UNIVERSITY  
**BA(Hons) Business Studies 2:1, 2006 – 2009**

HALIFAX COLLEGE  
**A-Level: Business Studies, Statistics, Mathematics, Accounting & Finance. 2004 – 2006**

ST JOHNS SECONDARY SCHOOL, OTLEY  
**11 GCSEs A-C, 2001 – 2006**

## Employment History

July 2009 – Present.

***Finance & HR Manager, Research Ltd. London, UK.***

## Responsibilities

- Daily management of the company's finances, including month-end procedure, invoice collection, managing expenses and cost-cutting, forecasting cash flows.
- Producing management reports.
- Developing and maintaining the company's budgeting process.
- Maintaining and ensuring timely filing of VAT return and Annual filings to Companies House.
- Working with the company's external auditors and CEO to complete statutory accounts and tax filings.
- Overseeing day-to-day transactions and payments to and from company.
- Working with all departments to install appropriate internal controls and to monitor regularly adherence to agreed controls. Developing and maintaining company's procedures manuals.
- Managing supervisors and other employees by establishing goals, allocating resources, assessing annual performance and recommending individual merit and promotional increases.

## Achievements

- Responsible for HR duties such as the monthly payroll, ensure compliance with company policies and law where appropriate and maintaining & developing a skilled and competent workforce.
- In charge of setting up productivity measurement tool in the financial department.
- Setting up financial procedures such as expense reports, accrual procedure and daily cash flow management.

## Office Skills and Training

- Microsoft Word, Excel, Access and PowerPoint (City & Guilds Diploma for IT users) .
- BTEC (First) National Diploma in Computing.
- SAP, SAGE Instant Payroll.

## References

Available on request