

James Miller

CURRICULUM VITAE

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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.

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.

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

References

Available on request