

**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