

JAMES MORRISON

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WORK EXPERIENCE

July 2009 – Present Research Ltd. London, UK

Finance & HR Manager

I have been in charge of setting up the financial department and financial activities in the company, which has included completing the year end, submitting reports to the auditors, setting up financial procedures such as expense reports, accrual procedure and daily cash flow management.

October 2008 – June 2009

Ad Pricing Analyst – Publishing Europe Ltd London, UK

This publishing firm owns 400 magazine and journal titles popular with a European market. Along with my financial experience, my language skills were invaluable in liaising with colleagues in the company's offices across Europe.

November 2006 – October 2008

Finance & HR Manager, Solutions Ltd, London, UK

Solutions Ltd is a provider of professional services within IT to the Capital Markets. I started as 'Recruitment & Financial Administration Manager'. I was promoted to 'HR & Finance Manager'. Roughly 20% of my time was devoted to HR and the rest of the time was taken up with financial duties.

July 2005 – Sept 2006

Senior Recruitment consultant, Jobs Ltd London, UK.

I was an account manager for clients in the area of financial services and banking. I also had office manager duties, supervising daily activities and a team of recruitment consultants in the office.

June 2005 – October 2005

Recruitment consultant, Jobs Ltd, London, UK

I was the account manager for clients in the multilingual and customer service sector.

EDUCATION

June 2008 **CIMA (The Chartered Institute of Management Accountants)**
Ongoing: Certificate in Business Accounting

2002 –2005 **University of Loughborough BSc in Business and Economics (2:1)**

LANGUAGES AND OTHER SKILLS

Languages: English, Swedish, Norwegian, French and German.

Computer Skills: Microsoft Office, Sage Accounts 50, Sage Payroll, PeopleSoft and SAM reporting, Minitab and X-or.