

Happy Jobseeker, 123 Named Road, Named City, PO Box 12345, Zambia
Tel: 026-2-XXXXX
Cell: 0966 XXX XXX
Email: Happy.Jobseeker@emailprovider.co.zm

Professional Profile

Highly motivated accountant with 5 years post qualification experience within a multinational environment. Seeks an opportunity to further develop career within a multinational organisation.

Employment History

Date: May 2010 to Present
Organisation: Multinational Company, Zambia
Job Title: Financial Accountant

Implement, monitor and improve the Trusts Financial policies and procedures achieving effective internal control mechanisms, timely and accurate accounts and robust treasury management

- Preparation and presentation of operating budgets and forecasts.
- Preparation and issue of monthly cost centre reports for all UK corporate finance cost centres.
- Preparation of monthly Balance Sheet reconciliations for corporate prepayment and accruals accounts.
- Ensured all accruals and prepayments were accurately reflecting the monthly management accounts.
- Assisted in the preparation of the quarterly cause of change analysis for MIS cost centres.
- Prepared weekly analysis of professional fees for temporary staff within MIS cost centres.
- Analysis of overhead costs and its allocation to business units.
- Liaison with external auditors and provide supplemental information for efficient audit.
- Manage assistant financial accountant and train new accounts staff.
- Liaise with auditors on audit work and all balance sheet related queries
- Produce monthly consolidated balance sheet and cash, capital expenditure and overseas accounts appendixes for management accounts

Achievements

- Improved management reporting with emphasis on the revenue side of P&L including margin analysis, revenue by client, revenue by type and various ad-hoc reports.
- Successfully implemented foreign currency accounting for overseas subsidiaries setting clear procedures in Zambia.
- Improvement of the cash forecasting system.
- Implemented new billing systems helped to reduce the collection process.
- Established and maintained an effective system for analysing and reporting on operating and capital expenditure.
- Mastered the SAP project system module which furthered my skills in Fixed Asset accounting in SAP.

Date: September 2007 to May 2010
Organisation: Multinational Company, Zambia
Job Title: Trainee Accountant

This role involved assisting with the day-to-day management of the accounts department at Multinational Company.

- Produced monthly management accounts and nominal ledger schedules for reconciliation.
- Assisted in the preparation of financial statements.
- Assisted in preparing the annual budgets and forecasts.
- Assisted in the preparation of the monthly payroll.
- Maintained relationships with banks for daily banking.
- Processed supplier invoices, issuing sales invoices and reconciling balances.
- Produced aged debtor analysis and undertook recovery action.
- Analysed the financial feasibility of new projects.

Achievements:

- Ensured the integrity of the balance sheet by achieving full reconciled state each month.
- Worked as a team to recover US\$2.1 million in outstanding debts.
- Updated finance procedure manual for bank reconciliation.

Professional Qualifications

Date: 2007 to 2010
Organisation: Association of Chartered Certified Accountants (ACCA)
Qualification: Full ACCA qualification

Education

Date: 2004 to 2007
Organisation: Kingston University (UK)
Qualification: BSc Accountancy

Date: 2002 to 2004
Organisation: X High School, Zambia
Qualification: GCE Certificate

IT & Software Skills

Oracle Financials including Accounts, Payable, Purchasing and Projects
Microsoft Office including Excel, Word, Outlook, PowerPoint and Access
Confident user of the internet and email

References

Available upon request