

JOE BLOGGS

200 Letsby Avenue, Cambridge, CB1 4XU
01223 444666 Joe.bloggs@cambridge123.co.uk

Profile

Senior Finance Professional.....

Professional Qualifications

ACA Qualified, 1997

Employment History

April 2008 – Current

ABC Ltd

Financial Controller

ABC is a privately owned hi-tech engineering company specialising in electron beam welders. Turnover £15m in 2010.

Responsibilities:

- Responsibility for Board reports and other monthly finance reports
- Assisting in the strategic financial planning of the business
- Responsibility for Treasury functions, including foreign exchange management
- Provision of commercial and financial support to all departments
- Management of 5 staff
- Control of expenditure
- Responsibility for legal and HR issues
- Other ad hoc project work for the Finance Director and Managing Director

Key Achievements:

- Managing the selection and implementation of a new company-wide computer system
- Production of monthly accounts within 5 days of month end
- Reducing IT expenditure by £10k through review contracts
- Building a strong relationship between the company and our bankers

1998 – March 2008

DEF Ltd

Finance Manager

DEF is a small, family-run manufacturing business producing widgets. Major customers included GHI and JKL. Turnover £5m in 2007

Responsibilities:

- Responsibility for the Board reports and other monthly finance reports
- Assisting in the strategic financial planning of the business
- Responsibility for Treasury functions, including foreign exchange management

- Provision of commercial and financial support to all departments
- Management of 5 staff
- Control of expenditure
- Responsibility for legal and HR issues
- Other ad hoc project work for the Finance Director and Managing Director

Key Achievements:

- Managing the selection and implementation of a new company-wide computer system
- Initiating monthly reporting to departmental managers
- Reducing IT expenditure by £10k through review of contracts
- Building a strong relationship between the company and our bankers

1995 – 1998

Jones & Jones

Audit Junior then Audit Senior

Jones and Jones

Jones and Jones is a medium sized firm of chartered Accountants offering a range of accounting, bookkeeping and audit services to a range of SME and Blue Chip Companies.

Responsibilities:

- Preparation of accounts from prime records
- Preparation of statutory accounts including consolidations
- Preparation of management accounts and tax computations

Achievements:

- Seconded to the position of Financial Controller for Bloggs and Co to design and implement accounting systems and procedures to ensure greater financial integrity
- Introduced an Employee Share Save Scheme for multinational PLC

Education: Degree - University of Southampton (1991 – 1995)

Languages French (degree level), conversational German, conversational Italian

I.T Experience Microsoft Word, Excel, Lotus. WordPerfect, JD Edwards, Oracle, Sage

Interests

Enjoy outdoor pursuits (PADI qualified scuba diver, trained Duke of Edinburgh Gold Award leader).