**MICHAEL THOMPSON**

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**ACCOUNTS MANAGER**

Skilled Account Manager with an excellent record of achievement spanning 15 years. Broad accounting knowledge base including responsibility for departmental procedures and operational. Proven expertise in driving efficiency and productivity through evaluation of financial management systems and implementation of process improvements. Supervision of highly skilled financial management teams to support achievement of overall goals and objectives.

**CORE STRENGHS**

* Quickly able to get up and running on new projects and systems
* Strong analytical accounting and finance knowledge base
* Attention to detail, quickly able to synthesise data to solve complex issues
* Natural talent for numeracy, process and deadline-driven
* Streamlines processes and creates efficiencies, significantly impacting P&L across divisions

**AREAS OF EXPERTISE**

Accounting Management Forecasting Financial Analysis

Cash Management Budgeting Cost Reductions

Regulatory Compliance Efficiency Improvements SAP/SAGE

Project Management Working capital management Inter-unit reconciliation

**PROFESSIONAL EXPERIENCE**

**ABC DEVELOPMENTS**  Date 2002 - present

**Accounts Payable Manager**  *May 2008 - present*

Group own 26 property development sites across the UK and France

Responsibilities include management of Group Accounts Payable division and all associated personnel management duties; authorisation and payment run for between 700 – 900 vendors per month, in excess of £2M, liaison with Group Accountants to ensure smooth running of office and payment of vendors across all sites; monitors cheque payments, consolidates, submits and pays VAT returns for group (turnover in excess of £300M); runs UK pension scheme ensuring payments are made on time, monthly reporting to Head Office; maintains SAP system for Accounts Payable; provides SAP support to all sites; team management and training

* Built and trained a productive and successful team, led team to consistently hit targets
* Reduced monthly closing cycle by three days with recommendation of enhanced closing procedures
* Created central processing office improving efficiency and effectiveness across the group, including setting up systems, developing departmental procedures and policies
* Tailored SAP system to meet needs of evolving organisation; forged strong relationships with IT
* Implemented realistic KPIs across AP department – reduced cheques raised from 600 to 250
* Completes regular and complex VAT returns for 26 sites to deadline and 100% accuracy
* Transformed ‘business rate payments’ from late fines to absolute compliance
* Developed 6-month cheque register designed to eliminate duplicate payments
* Re-wrote comprehensive accounting procedures in group manual to tight deadline

**SAP Project Accountant**  *Jan 2006 - May 2008*

Project managed the Accounts Payable and Accounts Receivable elements of SAP accounting package implementation across all sites in the group from conception to post go-live; wrote technical training manuals; tailored SAP operational procedures; tested all finance areas of system before ‘go live’; provided ongoing operational support post ‘go live’.

* Uploaded all general ledger and debtor opening balances for each individual site from original system to SAP prior to ‘go live’ to schedule
* Ensured smooth launch of AP and AR components in high visibility SAP implementation
* Trained 12 finance staff group-wide on SAP to high level standards (across number of sites)
* Ensured seamless project management and integration of new accounting solution

**Accounts Manager**  *Feb 2002 – Dec 2005*

Reporting to FC, role encompassed full range of operational accounting including: reconciliation and control of accounts; management and reconciliation of intercompany accounts; bank account management; handling of fixed asset registers; preparation of month end accounts to P&L and balance sheet; monthly account consolidation’ authorisation and processing of credit card refunds.

* Supported FC in creating Head Office Accounts Department and in establishing HQ accounting procedures and policies along with consolidating monthly accounts; built, trained and led high calibre team
* Prepared monthly accounts for Head Office, consolidating group accounts and transforming efficiency company-wide
* Accomplished meticulous clean-up of complex historic accounts
* Formed strong working relationships, gaining firm-wide reputation for working collaboratively
* Developed deep understanding of accounting principles, demonstrated through business recommendations

**Accounts Assistant, A&B ACCOUNTING** 1999 - 2002

**Bookkeeping and payroll functions; handled accounts payable and receivable; assisted the Accounting Manager, helped in preparing financial reports and statements; compiled and analyzed data;** handled accounts payable and receivable transactions; responsible for reconciling accounts records; prepared various financial reports and statements

**Accounts Assistant** (temping through a number of agencies) 1997 - 1999

**EDUCATION AND TRAINING**

MBA Greenwich University, London

BSc (Hons) Accounting and Auditing, Nottingham University

**ADDITIONAL INFORMATION**

**IT Skills**: SAP, Sage 50, Sage Payroll, Advanced Excel, Word, Outlook. Experienced in implementing and maintaining a supporting financial system

**Interests:** Plays rhythm guitar in band, plays football in local tournaments, keen runner

**REFERENCES ARE AVAILABLE ON REQUEST**