

# Karen Armstrong

## Graduate financial analyst

### Personal summary

A highly motivated Finance graduate who is able to provide key analytical support to company managers. Ambitious and looking forward to playing a vital role in financial decision-making and adding significant value to a business. A high performing individual, demonstrating drive, enthusiasm and initiative, with the ability to work well under pressure, consistently delivering quickly and accurately and able to prioritise to ensure deadlines are met whilst maintaining a high standard of analysis and insight. Experience of budgeting, forecasting and producing monthly financial reports as well as reviewing internal company processes to advise on any improvements which could be made.

Presently looking to join a company that offers long term career prospects and also a opportunity to study towards CIMA membership.

### Academic

**Bournemouth University** 2007 – 2010

BSc (Hons) Accounting and Financial Management Studies 2:1

**Bournemouth County College** 2005 - 2007

A' Levels:

Maths A

English B

Commerce A

### Areas of expertise

Analyzing statistics

Financial research

Data analysis

Data manipulation

Data validation

Portfolio management

Commercial acumen

Internal controls

Business analysis

### Career history

**Marstons Engineering – Birmingham**

GRADUATE FINANCIAL ANALYST April 2010 - Present

Providing financial analysis and information that enables all areas of the company to make appropriate business decisions. Assisting in the development of systems and procedures to improve the quality and efficiency with which management information is produced.

#### **Duties:**

- Supporting external auditors in their interim and year end programmes.
- The preparation and delivery of Management Accounts.
- Monitoring and reviewing company spending.
- Providing financial information and recommendations.
- Control of merchandise spending.
- Invoicing and purchase order creation and maintenance.
- Supporting development of short and long-term business plans.
- Development of sales, marketing & promotional expenditure forecasts.
- The preparation of month & year end results.
- Sales activity analysis.
- Responsible for inventory and margin analysis and reporting.
- Identifying and recommending to managers opportunities for cost reduction and revenue improvement

### ***Environment Charity – Birmingham***

VOLUNTEER FUNDRAISER      June 2009 – September 2009

Worked as an unpaid fundraiser at the weekends or evenings for a charity that was committed to preserving the environment. Mainly involve in raising funds through researching and targeting sympathetic charitable trusts.

#### ***Duties:***

- Help to devise new and imaginative fundraising activities.
- Writing proposals and bids for fundraising.
- Researching and learning about new grant funding routes.
- Involved in publicity campaigns to raise awareness of the charity.
- Cold calling potential donors.
- Helped to maintain the administrative system.
- Removed metal pipes from a section of canal.
- Organised community events.

### ***National Supermarket – Birmingham***

PART TIME CASHIER      May 2008 – August 2008

#### **Key skills and competencies**

##### ***Financial***

- Knowledge of IT and finance packages such as Hyperion.
- Possessing strong numeric and analytical skills.
- Advances Excel skills.
- Experience of Project Accounting.
- Good IT skills including Microsoft Office - Word, PowerPoint.
- Balance sheet control.
- Resource planning.
- Reconciliation and the preparation of consolidated management accounts.
- Ability to manipulate, analyse and interpret both financial and business data.
- A capable organiser equipped with strong Excel skills.
- Participation in team-wide preparation of statutory accounts.

##### ***Personal***

- Excellent people skills, leaderships skills and customer focus.
- Good communication skills.
- A proactive approach to problem solving.
- Able to work closely with customers, often in joint client/consulting teams.
- Flexible & adaptable, able to work well individually and within a team.
- The ability to perform under pressure and deliver to challenging timescales.
- Ability to handle confidential information.
- Can interact with all levels of staff including senior management.
- Attention to detail.
- Can build and maintain strong relationships.
- Proactive, taking the initiative to explore issues and to generate new ideas and approaches.
- Able to work under pressure and deliver results to deadlines.
- Having a creative, analytical, practical and thorough approach to resolving issues.

#### **References**

Available on request.

#### **Personal details**

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