QUINN JENSEN

quinn.jensen58@example.com • +44 161 496 0898 • linkedin.com/in/quinn-jensen • Manchester, United Kingdom

SUMMARY OF QUALIFICATIONS

- Accountant who likes tidy ledgers and month-ends that close on time.
- Experience across 3 employers, most recently as Accountant at Holt & Co.
- Clear with non-finance colleagues.
- Known for clear communication with colleagues and for following work through to the end.

EDUCATION

University of Toronto — **Toronto**
BSc Accounting and Finance — *2016*

PROFESSIONAL EXPERIENCE

Holt & Co — **Manchester**
Accountant — *Feb 2024 – Present*

- Prepared schedules and answered auditor queries at year end.
- Prepared payroll journals and checked them against reports.
- Prepared VAT returns and management accounts packs.
- Chased overdue customer accounts and reduced debtor days.
- Processed supplier invoices and payment runs for 41 suppliers.

Holt & Co — **Manchester**
Assistant Accountant — *Mar 2021 – Jan 2024*

- Automated a manual reconciliation in Excel and saved two days a month.
- Built a cash-flow forecast the directors reviewed weekly.
- Supported budget holders during the annual budgeting round.
- Answered budget-holder questions on spending and accruals.

Ledgerline Partners — **Manchester**
Accounts Assistant — *Aug 2018 – Feb 2021*

- Prepared month-end reconciliations and supported the year-end audit.
- Cleaned up the fixed asset register ahead of audit.
- Reconciled bank accounts and intercompany balances every month.

INITIATIVES

Month-end checklist

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

Expense policy refresh

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

TECHNICAL SKILLS

General: Xero, Sage, Excel
Languages: English (Native), Spanish (Conversational)

CERTIFICATIONS

- AAT Level 3
- ACCA (part qualified)

EXTRA-CURRICULAR ACTIVITIES

- Volunteer at a local food bank twice a month.
- Treasurer of a local sports club, keeping the accounts and membership list.
- Member of a community choir.

REFERENCE

Lars Bauer
Head of Operations, Holt & Co

Contact: lars@example.com