

John McVay

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Final year Accounting and Finance student with a year's professional accounting experience, seeking a trainee graduate role with the aim of becoming a chartered accountant.

Education

2020 – 2025

BA (Hons) Accounting and Finance, Newcastle University

Relevant modules include: Financial Accounting, Understanding Company Accounts, Corporate Finance, Financial Control, Auditing and Taxation in Accounting.

- Professionally accredited degree with exemptions from examinations from the following professional associations: ACCA, AIA, CIMA, ICAEW, CIPFA.
- Worked in a team of five on an assessed group project to analyse a set of company accounts. Coordinated and chaired weekly team meetings where we examined the company's financial condition and performance in the context of the business environment and accounting policy. Produced the data visuals using Excel. Reported our findings in a group presentation, achieving an overall grade of 71%.
- Contributed ideas during large group problem solving sessions focusing on normative and positive accounting theory. Effectively proposed solutions, demonstrating an understanding of theory and application.
- Analysed case studies of international business strategy, completing secondary research into financial data. Presented findings in a 2000 word report, which achieved a grade of 70%.

2013 – 2020

Excel Academy, Newcastle

A Levels: Maths (A) Geography (A) History (B)

10 GCSEs: Grades 9 - 6

Related Experience

Sept 2022 – Jun 2023

Accounting Work Placement, Hopkins and Hartford, Newcastle

- Conducted budget and forecast analysis using Excel and effectively presented complex data to the finance team in weekly operational meetings.
- Completed customer-based revenue analysis, identifying revenue attrition trends and developing recommendations for improved performance.
- Processed supplier invoices and responded to customer invoice queries over phone and email, providing a helpful and professional point of contact.
- Reconciled the company balance sheet account using Sage. Recorded and classified all transactions, paying close attention to detail.
- Prepared the quarterly VAT return and annual HMRC tax compliance returns, liaising with different departments to gather data and working within deadline.

**Sept 2021 – Dec 2021 Volunteer Finance Assistant, Northumberland Conservation Trust
Morpeth**

- Worked as part of a team of four in the finance office, recording and processing the shop income and associated expenditure for all of the Northumberland Conservation Trust shops.
- Checked and input Gift Aid information into spreadsheets and submitted via the online system on the GOV website. Ensured that valid Gift Aid declarations were recorded and stored securely for audit.
- Responded to finance queries from Trust employees related to payroll and identified solutions to issues with financial data.

Additional Experience

Jan 2024 – May 2024

Customer Assistant, Radley's Department Store, Hexham

- Took delivery of new stock, logging incoming deliveries and replenishing product displays. Worked efficiently during busy times to ensure stock levels were maintained.
- Greeted customers and advised them on suitable products. Maintained up-to date knowledge of store products, their features and pricing.
- Exceeded sales targets for two consecutive months and was given the Outstanding Sales Award in recognition.

Jun 2020 – Aug 2020

Receptionist, the Bellevue Hotel, Hexham

- Provided a friendly and efficient service when checking guests in and out of the hotel. Took bookings over the phone and by email, updating records using the hotel's computer booking system.
- Handled payments, processing cash and card transactions and balanced the till at the end of the day.
- Created promotional content for the Hotel's social media, posting regular updates on Twitter, Facebook and Instagram. Responded to customer feedback on TripAdvisor, addressing concerns sensitively.
- Designed and implemented a new process for recording and responding to customer complaints and feedback.

Positions of Responsibility

Nov 2020 – Jul 2022

Secretary, Newcastle University Accounting Society

- Organised monthly meetings, planning dates, booking rooms and sending invitations to Society members.
- Produced meeting agendas, recorded meeting minutes and circulated documents to attendees.
- Assisted with the planning of Society events, coordinating the venue and ticket sales and promotion on social media.

Additional skills

- IT - proficient in Microsoft Office, including Outlook, Excel, PowerPoint, Word and Access.
- Full clean driving licence.