

OBJECTIVE

To develop a career in accounting by gaining practical experience through an apprenticeship

While building my skills in bookkeeping,financial reporting, and taxation.

CONTACT:

📞 07944 115091 | ✉️ veronicacontino@gmail.com

Birmingham, UK

EDUCATION

University of Wales – Birmingham Campus

Business & Workplace Skills | Ongoing

SKILLS

- Microsoft Excel, Word & PowerPoint
- Bookkeeping & financial administration
- Data entry & reconciliation
- Communication & teamwork
- Organization & time management
- Attention to detail
- Problem-solving
- Accounting software

Veronica Contino

PROFESSIONAL PROFILE

Motivated and organized professional with a Diploma in Accounting, Finance and Marketing and experience managing a business. Strong skills in financial organization, administration, customer service, and teamwork.

Looking to develop a career in accounting through an apprenticeship.

WORK EXPERIENCE

Accounts Assistant – Example Accountancy Firm | Birmingham

2024–2025

- Assisted with bookkeeping and VAT returns.
- Prepared and reconciled financial records.
- Used Excel and accounting software.
- Assisted with client queries and administrative tasks.

Trainee Accounts Assistant – Example Accountancy Firm | Birmingham

2023–2024

- Supported accounts preparation and data entry.
- Assisted with financial reconciliations.
- Organized client documents and records.
- Worked as part of an accounting team.

Management Accountant – Birmingham

Location: Erdington, Birmingham

Salary: £40,000–£45,000 per year

Working hours: 38 hours per week, Monday to Friday

- Monday–Thursday: 8:30am–5:00pm
- Friday: 8:30am–4:00pm
- Office-based, 5 days per week

Benefits:

- £2,000 annual study support
- 22 days' annual leave, increasing after the qualifying period

Main duties:

- Prepare monthly management accounts.
- Manage reconciliations and balance sheet controls.
- Analyse financial performance and variances.
- Manage fixed assets, expenses and other finance processes.
- Support VAT, audits and statutory reporting.
- Improve finance processes and reporting.

Requirements:

- CIMA, ACCA or ACA qualified/studying, or equivalent experience.
- Management accounting experience.
- Strong Excel and analytical skills.
- Ability to work independently and meet deadlines.

Tax accountant jobs in Birmingham ?

Easily apply

Management Accountant

AM 2 PM Group Holdings Limited
Birmingham B24

✓ £40,000 - £45,000 a year Full-time +1

Annual leave

Employee discount



COVER LETTER

Veronica Contino

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Dudley, DY1 2QG
West Midlands
07944 115091

veronicantino@gmail.com

20/10/2026

Subject: Application for Management Accountant

Dear Sir/Madame,

I am writing to apply for the Management Accountant position in Erdington, Birmingham.

I am very interested in this opportunity as it closely aligns with my experience and interest in management accounting, financial reporting, and financial control. I am confident working with financial data, Excel, and reconciliations, with strong attention to detail and accuracy.

I am particularly attracted to the opportunity to take ownership of finance processes and contribute to continuous improvement. I am keen to continue developing my accounting skills and believe my analytical approach, commitment, and willingness to take responsibility would allow me to make a positive contribution to your finance team.

I would welcome the opportunity to discuss my experience and suitability for the position further at the interview. Please find my CV attached for your consideration.

Thank you for considering my application. I look forward to hearing from you.

Kind regards,

Veronica Contino