Hannah Morris

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Accounting and Finance graduate seeking an ACA audit training contract

PROFILE

Accounting and Finance graduate (2:1, University of Leeds) with hands-on experience reconciling accounts at a small accountancy practice and managing a £14,000 society budget. Careful with detail, comfortable explaining figures to non-specialists and motivated to qualify as a Chartered Accountant through the ACA.

EDUCATION

BSc Accounting and Finance, University of Leeds

2:1 | Leeds | Sep 2021 – Jun 2024

- Modules: Auditing and Assurance (72%), Financial Reporting, Corporate Finance, Taxation
- Dissertation: how audit committee independence relates to restatements in FTSE 250 companies

A-levels, St Aidan's Sixth Form

A*AB | Harrogate | Sep 2019 – Jun 2021

- Mathematics (A*), Economics (A), Business (B)
- 9 GCSEs at grades 9–6, including Maths and English

EXPERIENCE

Summer Finance Assistant, Harlow & Pike Accountants

Leeds | Jun 2024 – Aug 2024

- Reconciled bank and supplier statements for 12 small-business clients, flagging 9 unexplained differences to the partner for follow-up.
- Prepared draft VAT return workings in Excel for 5 clients, checking every figure back to source invoices.
- Built a checklist for year-end document requests that cut client chasing emails by about a third.
- Answered client queries by phone and email in plain English, escalating technical points to the qualified team.

Treasurer, Leeds University Netball Club

Leeds | Sep 2023 – Jun 2024

- Managed a £14,000 annual budget across kit, travel and socials, presenting monthly accounts to a 10-person committee.
- Introduced receipt-matching for every expense claim, clearing a backlog of 40 unreceipted items before the year-end review.
- Negotiated a sponsorship renewal worth £1,200 by showing the sponsor how their money had been spent.

Customer Assistant, Corner Street Pharmacy

Harrogate | Jul 2021 – Aug 2023

- Balanced the till at close on 3 evenings a week, with no unexplained variances over two years.
- Trained 4 new starters on cash handling and stock procedures.
- Handled sensitive customer conversations calmly and confidentially.

SKILLS

Microsoft Excel (VLOOKUP, pivot tables), Bank and supplier reconciliations, VAT workings, Attention to detail, Client communication, Xero (basic), Time management

INTERESTS

- Netball (university second team)
- Volunteer reading helper at a local primary school, 2 hours a week