
Jane Smith

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SENIOR FINANCIAL ADMINISTRATION / ACCOUNTANCY

♦ Office Management - Supervision - Secretarial ♦

Possessing a proven record of working with autonomy and making a significant contribution within financial administration / accounting and office management including HR issues. Financial accounting and budgeting to month-end, year-end and trial balance (all purchase, sales and expense ledgers, statements, PAYE, VAT and cashbooks). Also possessing excellent MS office, database skills and working to tight schedules. Now looking for a new Senior Accounting / Administration appointment.

AREAS OF EXPERTISE

- Financial Accounts / Book-keeping
- Purchase and Sales Ledger
- Payroll, PAYE/NIC/BACs/VAT/Tax
- Monthly Expenditure Analysis
- Management Accounts
- Navision (SAP equivalent)
- Accounts Payable / Reconciliation
- AS400 Business Applications
- Management Reports
- Intrastat
- Budgets / Forecasts
- Credit Control

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

Company A (1994 - 2007)

ACCOUNTS CLERK TO SENIOR FINANCIAL ADMINISTRATOR

1993 - Present

Senior Financial Administrator (2005-07), Accts Asst. / Supervisor (2002-05). Accts Clerk (1993-02) Company A, Northumberland (Manufacturer of Plastic Packaging www.schur.com).

Responsible for Purchase and Sales Ledger Accounts, petty cash, expenses, invoicing and post. Ensuring budgets are strictly maintained, payroll, reconciliation and that BACS, VAT / tax returns are completed, the reconciliation of PAYE year end returns, preparation of N.I. calculations; assisting in auditing. Also responsible for secretarial duties for the GM, all aspects of administrative effectiveness and daily operations.

- Writing daily sales reports, resolving enquiries from employees, reconciling corporate bank accounts, maintaining fixed asset inventory, posting of cashbook receipts and payments.
 - Completing legal forms and providing statistical information to management.
 - Communicating with Inland Revenue, DSS, banks, building societies and external auditors when required.
 - Responsible for year-end and returns to Inland Revenue, and Customs and Excise (VAT).
 - Reviewed contractual commitments and suppliers terms - advised on adjustments to projects regarding costings, expenditure etc.
 - Within Credit Control, working with customers (in both UK and Europe) to control payment terms and solve invoice queries.
 - Preparing reports on different aspects of the business on weekly and monthly basis and daily registration of invoices and credit notes.
 - Helped project manage the establishment of a new integrated and automated invoicing and reporting system together with our Danish sister company.
 - Developed experience of AS400, Excel Spreadsheets and MS Word.
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PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS

Company A, (continued)

Nominal Ledgers:

- Processing invoices with corresponding nominal coding.
- Dealing with supplier enquiries.
- Reconciling monthly cheque reports / supplier statements and issue of payments.
- Recording all purchases of fixed assets (vehicles and machinery).
- Introduced BACS payments to the purchase ledger.

Banking and Expenses Control:

- Checking recorded and banked remittances from customers.
- Issuing cash and expenses for staff.

Payroll (Sage):

- Developed full knowledge of SSP and SMP, Tax and N.I.
- Weekly and monthly payroll.
- Checking tax input before submission to Inland Revenue.
- Issuing cash and expenses for staff.
- Checking recorded and banked remittances from customers.
- Communicating with Inland Revenue, DSS, banks, building societies and external auditors.
- Controlling and adjusted all non-standard payroll anomalies, adjustments to hours, costings and absence codings, earnings for leavers / redundancies and accountants, controlling cheque payments and balancing petty cash on a daily basis.

Credit Control:

- Chased payments and resolved queries from customers.
- Followed up outstanding queries on purchases invoices held for payment

TO SENIOR BRANCH CLERK

1985 - 95

Company B,

- Responsible for senior financial services administration as well as lead member of a support group, customer liaison, debt recovery, sales support finance and secretarial duties, staff training and wages.
- Negotiated debt repayment arrangements.
- Trained junior staff.
- Promoted from Branch Clerk in 1989.

EARLY CAREER SUMMARY

Clerk	Keep Britain Tidy Group	1983-85
Clerical Trainee	Keep Britain Tidy Group	1981-83

PERSONAL

<i>Interests and Pastimes:</i>	Family Activities, Home Decorating, Reading.
<i>Mobility:</i>	Full clean driving license.
<i>Born:</i>	1967.
<i>Marital Status:</i>	Married.

References available on request.