**Sandra Chan**

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**PERSONAL STATEMENT**

Highly motivated and competent professional individual with over 5 years’ experience in accounts, finance. Reputation for eye on identify and correcting errors. I understand how to work in a highly pressurised environment achieving goals effectively and accurately and meet deadlines. I have developed my career in accounting, which has enabled me to implement and enhance the skills that I have acquired throughout my studies.

**Areas of Expertise**

Bookkeeping Control Accounts & Journals Payroll

Sales & Purchase Ledger Bank reconciliations financial analysis

VAT returns Corporate Accounts Variance analysis.

**Skills Summary**

Sage 50/200 Sage payroll Xero

SAP Quick Books Oracle

Microsoft Excel Money Soft Time management

**Work Experience**

**Management Accountant Feb 2023 – Present**

**The Adil Group Ltd - KFC, Taco, Burger King, Maritise Hotel, Costa**

* Weekly sales reporting
* Sales Cash/Credit Card and Aggregators reconciliations.
* Monthly Bank reconciliations, Input purchase ledger invoices into Sage line 200.
* Prepare Biweekly Bacs runs.
* Produce monthly management accounts by regions.
* Month End Management Accounts reporting: -
  + General Ledger Accruals
  + Depreciation Journal and FA reconciliation
  + Sales reconciliation/post into Sage Line 200
  + P&L review and commentary
  + Monthly Petty Cash
  + Payroll Journals
  + Monthly Stock Calculations
  + Balancing intercompany accounts
* Completed month-end journals and reviewed P&L with finance director.
* Worked closely with budget holders in delivering annual budget and quarterly forecast.
* Improved T&E spending transparency and quality of financial analysis by developing Sage200 reports.

**Austin Associates**

**Accountant**  **Sep** **2018- Feb 2023**

* Responsible for smooth running accounting practice. Advising and updating clients.
* Prepares financial reports by collecting account information and trends for companies and individuals.
* Maintain assets and ledger accounts and analyse the variance.
* Analysing company’s financial performance and recommend way of cutting costs and making longer term forecast update time to time.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Maintains professional and technical knowledge by attending educational workshops.
* Complete quarterly and annual consolidation packages and play a key role in assisting senior managers in preparing management and year-end consolidation financial statements.
* Working with our Intercompany team to ensure entries/mismatched are reconciled correctly.
* Monthly Balance sheet and P&L accounts reconciliation and movement analysis
* Control accounts are reviewed and cleared down.
* Work with agency to prepare and post journals, straight after month end.

**Reality management**

**Business analyst April 2016 - Sep 2018**

* Analysis business structure, monitor cash flow and identify problem.
* Prepare financial reports, maintain their accuracy and up to dates records.
* Provide first point customer service and answer queries.
* Build relationship venders and service providers.
* Carry out training sessions for employees and update payroll.
* Quarterly VAT Submissions
* Monthly review balance sheet
* Working closely with CFO, to assist with decisions stepping when is required.

**Livability**

**Assistant ​Accountant Sept 2013- April 2016**

* Maintaining ledger
* Daily support to residents : arrange food and medical and care workers
* Direct Debits: Collection of weekly and monthly rents by direct debits and standing order.
* Posting Journals: Data input of Housing benefits, supporting people, and other revenue to rent accounting system called as Universal Housing System.
* Accounts Payable, receivable– matching, batching and processing invoices after assigning relevant cost centre, post invoices on sage based accounting package, photocopying & systematic filing of soft & hard copies.

**EDUACATION AND QUALIFICATION**

MSc professional Accountancy ​ University of London 1st Class

ACCA ​​​​​ (Affiliate)

University of Westminster

Certificate in Association of Accounting Technician Harrow College

NVQ level 2, 3, 4 ​ AAT (Accounting Technician)

Certificate in Sage Payroll Harrow College

Certificate in Sage Line 50 Harrow College References Available on Request