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Candidate Name Hidden

Quickview Ref# **8981131**

Date Registered: 21/11/2013 22:16 CV Last Updated: 11/01/2016 23:15 Last Active: 11/01/2016 23:04

Personal & Job Details

Name	Request instant access
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County	Request instant access
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Email	Request instant access
Age	Request instant access
Gender	Request instant access

Current Job Title	Bookkeeper
Desired Job Title	Accounts Clerk / Bookkeeper
Job Type	Permanent
Willing to Travel	up to 20 miles
Willing to Relocate	No
UK Driving Licence	Yes
Date Available	01/02/2016
Expected Salary	£20,001 - £25,000

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Candidates Main Skills

Candidate has not entered their skills

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Candidate CV

Plain Text CV

133 Burleigh Piece ~
Home Phone ~ E mail

A reliable individual who is personable and quietly efficient. Experienced in working with a variety of customers in the service sector. I am seeking employment in an accounting environment.

WORK HISTORY

June 2015 to December 2015: Keens Shay Keens MK

Bookkeeper

- Use of Xero (Certified until Oct 2016)
- Use of sage including v22

February 2005 to June 2015: D P Measurement

Book keeper / General Assistant

- Recording of receipts & payments on a manual system.
- Listing of sales & purchase invoices.
- Reconciliation of bank statements.
- Preparing Payment Runs.
- Completion of VAT Returns.
- Booking-in instruments.

Placing orders for components

- Placing orders for components.
- Some light assembly work.

April 2007 to June 2015: Bookkeeper

Self Employed **Bookkeeper** working with a variety of clients:

Window and Conservatories Company,

Animal Bedding Supplier,

Greyhound Supplies Company,

Management Company,

Construction Company,

- **Bookkeeping** using computerised systems (mainly Sage Line 50).
- Fortnightly Sage Payroll for 80+ sub-contractors including CIS levy & retention.
- Weekly Payrolls using Sage for client with multiple companies.
- Reconciling Bank Statements, including credit card payments.
- Raising Invoices.
- Allocating Payments.
- Completing VAT Returns.
- Credit Control.

May 2004 to February 2005 Champion Employment Ltd

Various temporary assignments in general accounts / administration roles.

Including work for the following companies:-

- SCIO (Centre for Scholarship & Christianity in Oxford),
- Oasis Stores Ltd,
- Basil Wyatt & Sons Ltd,
- Social & Healthcare Directorate,
- Powerpark Auto's Ltd.

July 2004 to September 2004 Hays Accountancy Personnel

Temporary Assignment with E M W Law (Milton Keynes) as a legal cashier.

August 2003 to January 2004 T D Transport Ltd

Accounts Assistant

Company ceased trading.

October 2001 to May 2003 [REDACTED] L aw Practice

Bookkeeper / Cashier

Made R edundant.

June 1999 to October 2001 S & J (Plant) L td

A ccounts A ssistant

L eft to further my career.

June 1996 - October 1997 MerryMaids Of North Sussex.

A ccounts A ssistant

L eft due to relocation of husband's employment.

1989 - 1990 R edland Plasterboard L td

B ought L edger Supervisor

L eft due to pregnancy.

1987 - 1989 C MB Packaging (UK) L td.

B ought L edger Supervisor

Made R edundant.

1984 - 1987 Safeway Food Stores L td

Cash Control Clerk / Import Clerk/ B uyers A ssistant

L eft due to relocation of husband's employment.

1983 - 1984 A.F.A Minerva L td

Sales L edger Clerk

L eft due to moving home following marriage.

1979 - 1980 Omega L ampworks L td

Sales L edger Clerk

L eft to return to full-time education.

EDUCATION AND OTHER INFORMATION

- Attended Tiffin Girls Grammar School
- 11 'O' levels and 2 'A' Levels
- Passed preliminary and intermediate exams of Diploma of British Orthoptics.
- 1997 RSA Book-keeping Stage 1 (Credit)
- 2001 City & Guilds Level 1 in Computer Applications (Word, Access & Excel)
- Microsoft Works, Word, Excel & Explorer, Quickbooks also Sage & Sage Stirling
- Full UK Driving Licence since 1978
- 2002 N.V.Q. Accounting Level 2
- 2003 N.V.Q. Accounting Level 3
- 2004 Passed 5 of the 7 units required for N.V.Q. Accounting Level 4
- Church Treasurer for St [REDACTED] & St [REDACTED], [REDACTED] using Cashcall (Church Accounts Package with Funds) Turnover in excess of £100k per annum
- August 2015 **Xero** certificate.

HOBBIES AND INTERESTS

- Learning New Testament Greek.
- Running with club in Milton Keynes.
- Designing and making greetings cards.

