**Candidate Name Joseph Hart**

**Profile**

* An ACCA Trainee Accounts Assistant, currently looking for a new role in the Liverpool area, having left their previous role due to redundancy, they are now keen on a new role within a firm of Accountants where they can continue their ACCA studies.

**Location:**  Crosby

**Salary Indicator:** £26,000

**Notice Period:**  Immediately Available

**Driving Licence:** Yes

**Education:**  ACCA – Currently studying to become a full qualified accountant with 9/13 exams completed

Liverpool John Moores University

Bachelor`s degree Accounting and Finance BSc (Hons) 2:1 Graduated with a 2:1 grade

Sacred Heart Catholic College - A Level 3 A-Levels

7 GCSE´s Including Maths and English

**IT Skills:** Sage Online, Xero, QuickBooks & Excel

**Employment History:**

**May 2024 to July 2024**

**Travelling South East Asia**

**July 2022 to May 2024**

**McParland Williams**

**Accounts Assistant**

* Working with accounts function team at clients looking to improve their systems making accounts process more efficient
* Managing my own workload as well as ensuring more junior members of the team are completing their work correctly
* Managing a diverse portfolio of clients such as SME businesses and individuals, providing comprehensive accountancy and tax services in a timely manner
* Assisting clients with day-to-day accountancy tasks, such as bookkeeping and VAT return processing.
* Developing relationships with existing clients and supporting the attraction and onboarding of new clients
* Experience in multiple accounting software such as Sage Online, Xero, QuickBooks & Excel
* Managing their time well so it is spent in the most efficient way, use their initiative ensuring work is ready to start as and when it has been planned to ensure no back logs

**Nov 2021 to Jun 2022**

**HS Admin**

**Pension Administrator**

* Knowledge of pension legislation and industry best practices
* Ability to work within a safeguarding framework while using a multi-system program to help perform high quality calls
* Proficient in ensuring compliance with pension regulations and guidelines

**Aug 2018 to Aug 2021**

**Sainsbury's**

**Customer Service Staff**

* Ability to build rapport with customers and calmly deal with any problems as shown during my retail experience in high pressure environments and working during COVID
* Learn how to use database systems and technology to deliver customer care
* Liaise with company suppliers to arrange, deliveries, correspondence and email management as needed
* Getting multiple rewards on my ´Love it´ accounting for performing at a high standard