**Candidate Name Rebecca Croft**

**Profile**

* An AAT Qualified Accounts Assistant with 11 Years Accountancy Practice experience, currently looking for a new opportunity in the local area.
* This individual is experienced within Accounts Prep, Tax, Bookkeeping & VAT Returns.

**Location:**  Chorley  
**Salary Indicator:** £27,000  
**Notice Period:**  1 Month  
**Driving Licence:** Yes

**Education:**  AAT Level 4, 2017

Level 3 NVQ in Health and Social Care – Children and Young People, 2010 to 2011

Wigan and Leigh College, 1995 to 1997

A-levels –– Art and Design and English Literature.

Standish Community High School, 1990 to 1995

GCSE’s - 10 Achieved

**IT Skills:**  Sage, Sage Cloud, SAPA

**Employment History:**

**October 2011 to Present**

**Leach Briely Accountants - Horwich**

**Accounts Assistant**

* Working for a mid-sized accounting firm providing professional accounting services for individuals and business clients.
* Provide a full range of services, include preparation of financial statements, general ledger accounting and bank reconciliations.
* Trained at college to achieve my AAT Professional Diploma in Accounting level 4 which I am now part of the accounting body of professional members.
* Prepare and submit VAT returns quarterly for a variety of different size business.
* Experience in using computer software such as excel, word and Sage Software this includes Sage Cloud Accounting and Sage Accounts Production.
* Preparing accounts for limited companies, sole traders and partnerships to review stage, by processing the data from the client’s records.
* Submit corporation tax returns to company’s house and HMRC.
* Complete bookkeeping duties using computerized accounting systems such as Sage to enable the filling of VAT returns.
* Inputting invoices and managing clients purchase and sales ledgers. Monitoring debtors and creditors.
* Liaise directly with clients, answering their queries and providing on-going business and accounting support.
* Actively support and co-operate with other team members including mentoring and training new members of staff.
* Regularly visit with clients at their place of business where I must develop and maintain a strong client relationship while also representing the firm and maintaining client confidentiality.
* Display good communication skills both verbally and written.
* Follow standard accounting procedures to avoid costly accounting errors.
* Produce accurate financial statements for internal use, customer reviews and regulatory submissions.
* Managing Fixed Assets Registers
* Identifying problems in any areas bringing them to the attention of my manager.

**2009 to 2011**

**Keys Childcare**

**Residential Support Worker**

* Responsible for the welfare of the residents entrusted to the company’s care.
* Duties included the supervision and record-keeping of resident’s activities and behaviors, mentoring, preparation of meals and the daily supervision of residents.

**2008 to 2009**

**Prime Care**

**Specialist Rehabilitation Support Worker**

* Duties included caring for a lady in her own home who had a brain injury. I offered help and support with personal care, prepared meals and assisted with help in eating and drinking. Domestic duties included household chores and keeping detailed daily records on the lady’s care plans.

**2006 to 2008**

**Netto**

**Supervisor/Key Holder**

* Assisted customers in handling grocery items and offering excellent customer service. Ensuring all shelves where stocked and organized.
* Supervising the staff when the manager was not at work and cashing up at the end of the day and locking the store up.

**2003 to 2006**

**Debenhams**

**Store Detective**

* Monitored employees and customers daily. Set up store cameras internal and external. Responsible for the apprehension and prosecution of shoplifters and the prevention of theft. Monitored CCTV and sales floor observation. Conducted surveillance and undercover work to detect and minimize loss.

**2003 to 2003**

**Thomas Cook Airlines**

**Cabin Crew**