

# JOANNE O'TOOLE

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## PROFESSIONAL SUMMARY

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Experienced all-rounder. Considered hardworking and effective.  
Ready for new opportunity to apply existing skills in a team setting.  
Over 30 years of knowledge, in various disciplines.

## WORK HISTORY

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### **Administration Manager – The International Gilbert and Sullivan Festival, 01/2017 to 08/2019**

- All aspects of Bookkeeping on Sage
- Payroll for 6 Staff
- Credit Control
- Booking Accommodation Packages
- Managing Cruise Bookings
- Paying Suppliers
- Balancing intercompany Transactions
- Cashflow forecasting across the group of Companies.

### **Property Accountant - Town Centre Securities, 04/2010 to 12/2016**

- Issuing Monthly Rent and Service Charge Invoices
- Reporting on the Rent and Service Charge Accounts for the asset Managers.
- Credit Control and cash allocation on bespoke Software.
- Monthly reporting to Asset Managers, detailing property income and expenditure and comparing to annual budget.
- Dealing with Tenant enquiries.
- Posting Supplier Invoices
- Reconciling Month End Income and expenditure.

### **Assistant Financial Controller- Ionic Solutions 03/2002 to 03/2010**

- Purchase Ledger, Matching, Coding and Posting Invoices
- Supplier statement reconciliations
- Supplier Payment Runs
- Intrastat Returns
- Cis Returns
- Bank Reconciliations
- Month End Reporting for the Management Team

**Address:** 36 Broad Lea, Elland, West Yorkshire HX5 0EQ

**Phone:** 07856 255497

**Email:** joanneotoole03@gmail.com

## SKILLS

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- Strong Verbal and written communication skills
- Attention to Detail
- Competent in Sage & Xero
- Sage 200
- Excel & Word
- General Administration
- Book keeping
- Customer Service
- Purchase Ledger
- Sales Ledger
- Credit Control
- Staff Management
- Adaptable
- Reliable

- Agreeing Payment Plans with Customers following Liaison with the Credit Controller
- Reconciling the Factoring Account
- Covering Credit Control and Sales Ledger when required
- Weekly and Monthly Payroll

**Accounts Assistant/Credit Controller- Ionic Solutions 11/1997 to 02/2002**

- Taking Sales Orders over the telephone
- Placing the orders on the bespoke Software
- Dealing with Customer queries
- Managing the aged Debtors and ensuring payments were made and allocated in a timely manner
- Applying discounts and credits where applicable
- Other Adhoc admin duties as required
- Month End Reporting for the Management Team

**Civil Servant - Department of Health 08/1986 to 09/1997**

- Revenue Officer - Inland Revenue Shipley
- Executive Officer - Department of Health
- Adjudication Officer - DWP

## **EDUCATION**

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**Crossley Heath School Halifax**

**8 O'Levels Inc Maths & English A-C**

**3 A'Levels**

