

Melanie Popay

Telephone: 07398224458 | Email: melaniepopay@hotmail.co.uk

PROFILE

An accomplished and meticulous Accounts Assistant with a comprehensive background spanning over 24 years in finance and accounting roles. Demonstrates a steadfast commitment to excellence, supported by a robust foundation in both practical and academic settings. Exceptional proficiency in managing comprehensive accounting tasks, reinforced by an adeptness in various accounting software and systems. Exhibits a proactive approach to problem-solving, with a proven record of implementing efficient processes and enhancing operational efficiencies. Adept at working collaboratively within teams as well as autonomously, driven by a continuous desire for professional development and mastery of new skills.

KEY SKILLS:

Financial Reporting & Reconciliation

- Expert in conducting detailed bank, supplier, and account reconciliations, ensuring accuracy and compliance with financial reporting standards.
- Skilled in the preparation and analysis of financial reports, including month-end and year-end journals, accruals, and prepayments, contributing to the timely and accurate financial close process.

Ledger Management

- Proficient in managing purchase and sales ledgers, from invoice processing to payment runs and credit control, ensuring all financial transactions are recorded accurately.
- Demonstrates excellence in maintaining up-to-date personnel records and managing payroll information, streamlining the payroll process.

Credit Control

- Effective in end-to-end credit control processes, from invoice generation to payment collection, adept at reducing outstanding debts and improving cash flow.
- Experienced in resolving disputes and queries, fostering positive relationships with clients and suppliers alike.

Software Proficiency

- Highly skilled in utilising Sage 50, Sage Payroll, and various other accounting software, enhancing the efficiency of accounting operations.
- Competent in Microsoft Office Suite (Excel, Word, PowerPoint, Access) and other IT tools, facilitating robust data analysis and presentation.

Process Improvement

- Instrumental in identifying and implementing process improvements, leveraging IT solutions to automate and streamline accounting processes.
- Proven ability to adapt to new technologies and systems, including transitions from Sage 50 to Oracle and implementing new scanning systems.

Team Management and Collaboration

- Experienced in managing and mentoring junior staff, fostering a collaborative team environment.
- Excellent communication skills, proficient in liaising with internal and external stakeholders to ensure smooth operation of finance functions.

Regulatory Compliance

- Adept at ensuring compliance with financial regulations and standards, contributing to the integrity and reliability of financial data.
- Knowledgeable in VAT, CIS, and other tax regulations, ensuring accurate and compliant financial reporting.

Problem-Solving

- Exceptional analytical and problem-solving skills, capable of addressing and resolving discrepancies in financial data.
- Proactive in identifying potential financial issues and implementing effective solutions.

Customer and Supplier Relations

- Skilled in managing relationships with both customers and suppliers, ensuring timely resolution of queries and maintenance of positive relations.
- Experienced in negotiating terms and managing communications, ensuring smooth operational flow.

Continuous Learning and Development

- Committed to ongoing professional development, actively pursuing further qualifications such as AAT Level 3.
- Engaged in continuous learning through courses and training, including ECDL, Sage Payroll, and advanced Excel skills.

WORK EXPERIENCE

Accounts Assistant - ADJ Fire and Security (Jan 2022 - Nov 2023)

- Executed full spectrum of purchase ledger duties, from invoice entry to final payment, significantly improving the payment cycle efficiency.
- Administered comprehensive credit control processes, reducing outstanding debts and improving company cash flow.
- Spearheaded the month-end closing process, ensuring accurate financial reporting and adherence to deadlines.
- Performed detailed bank reconciliations and payment runs, ensuring accuracy in financial statements.
- Managed and collated payroll information, streamlining the payroll process and ensuring accuracy in salary payments.
- Maintained up-to-date and accurate personnel records, enhancing HR and payroll collaboration.
- Supervised a part-time assistant, providing guidance and support, thereby enhancing team productivity and cohesion.
- Utilised Sage 50 Cloud Accounts and Cash Software for all accounting transactions, improving process efficiency.
- Conducted accruals and prepayments adjustments, ensuring accurate financial reporting.
- Managed the depreciation of assets, maintaining accurate asset registers and financial statements.

Special Project Temp - Rossendale Council (Nov 2021 - Jan 2022)

- Facilitated the processing of purchase ledger invoices and credit notes using Open Accounts, enhancing the accuracy of financial records.
- Demonstrated superior IT skills in Excel, Access, Word, and email, improving the efficiency of data management and communication.
- Engaged in effective supplier communications, including placing and receiving calls, which enhanced supplier relationships and resolved queries promptly.
- Conducted monthly statement reconciliations, ensuring accuracy and consistency in financial records.
- Managed supplier payment runs, ensuring timely and accurate payments and contributing to positive supplier relations.

Purchase Ledger Officer - First Choice Homes (Sept 2021 - Nov 2021)

- Efficiently processed and managed purchase ledger invoices and credit notes, ensuring high levels of accuracy and compliance.
- Utilised IT skills in Excel, Access, Word, and email to streamline data management and communication processes.
- Facilitated supplier communications, fostering strong relationships and ensuring timely resolution of queries.
- Performed monthly statement reconciliations, maintaining the integrity of financial records.
- Coordinated supplier payment runs, ensuring all payments were processed accurately and on time.

Purchase Ledger Clerk - Booth Industries (March 2020 - Sept 2021)

- Handled the entry and management of purchase ledger invoices and credit notes, ensuring accurate financial documentation.
- Employed Sage Line 50 for all accounting operations, enhancing process efficiency and accuracy.
- Conducted regular supplier and statement reconciliations, maintaining accurate and up-to-date financial records.
- Managed Construction Industry Scheme (CIS) reconciliations and invoice processing, ensuring compliance with industry regulations.
- Performed accruals journal uploads and credit card reconciliations, contributing to accurate financial reporting.

General Ledger Clerk - ASC Healthcare LTD (July 2019 - March 2020)

- Conducted daily bank reconciliations, ensuring all financial transactions were accurately recorded and reconciled.
- Managed the creation and processing of sales invoices and credit notes, improving revenue cycle efficiency.
- Oversaw credit control processes, actively reducing debtor days and enhancing cash flow.
- Administered petty cash across multiple locations, ensuring accurate cash handling and reporting.
- Utilised Sage Line 50 for all accounting transactions, streamlining financial operations and reporting.

Accounts Manager (SME) - MRB Workshop Services Limited (Oct 2016 - January 2019)

- Oversaw daily bank reconciliations and ledger management, ensuring high levels of accuracy in financial records.
- Generated sales invoices and credit notes, and updated ledgers, contributing to accurate and timely revenue recognition.
- Managed credit control, improving collections and customer account management.
- Assisted in preparing quarterly VAT returns and supported month and year-end financial closures, ensuring compliance and accuracy.
- Administered petty cash and managed incoming and outgoing cash allocations, maintaining accurate cash flow records.

EDUCATION

AAT Foundation Accounts NVQ Level 2 (2002)

Pitman Level 1 & 2 Computerised Accounts (1st Class pass, Sage Line 50, 2002)

ECDL Part 1 BSC Computer Course (2006)

Level 3 Diploma in Payroll Management (Started Oct 2018)

Beginners Certificate in Excel (2019)

Sage Payroll Certificates (2019)

Currently studying AAT Level 3