

# **Anna Burns**

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## **ACCOUNTS MANAGER**

Highly experienced and committed professional with over 20 years working in account and purchase ledger management. Worked alongside the Finance Director and Finance Manager with the preparation of monthly accounts. Experience processing payroll and have expanded my role to include HR administration. Currently working towards my CIPD Level 5 Associate Diploma in People Management. Can create excellent working relationships with suppliers, restaurant managers, and the senior management team.

### **KEY SKILLS**

- Accounts, purchase ledger and payroll management
- General HR administration
- Managing and mentoring teams

### **EXPERIENCE**

**Accounts Manager** **2008 - Present**

**Current Ego Restaurants Holdings Ltd, Head Office, Bolton**

Recruited and rehired by the same management team as had previously worked alongside at La Tasca to join Ego Restaurants Holding Ltd as a Purchase Ledger Clerk. Quickly promoted to Accounts Manager overseeing the smooth running of purchase ledger across 4 companies. Also took on the role of payroll manager for the company across 4 companies. After the internal payroll processing transitioned to an outsourced Payroll Company, oversaw all payroll queries. The HR aspect of role expanded and now work alongside the Finance Director as an HR Generalist to support managers and ensure all HR issues are resolved in a swift, compassionate, and correct manner.

- Successfully transitioned suppliers from Ego Restaurants Holdings Ltd purchase ledger across to Mitchells and Butler in 2024.
- Successfully transitioned all Ego Restaurants Holdings Ltd employees across to Mitchells and Butler in 2024.
- Created an excellent working relationship with the HR team at Mitchells and Butler during the harmonisation of the company in 2024.
- Navigated effectively through the Covid lockdown as the key point of contact for employees, learning and actioning the fast-paced changes regarding furlough and lockdown rules.
- Managed multiple Purchase Ledgers in the company and all centralised Purchase Ledger activities.
- HR Generalist administration for all restaurants within the group of 26 sites.
- Mentor and manage a Purchase Ledger Clerk, plus mentor accounts apprentices.
- Customer service – assist and process customer refunds for complaints and gift vouchers enquiries and refunds.
- 1st Line technical support for managers of our in-house system “Polaris”.
- Primary contact with outsourced payroll company.
- Processed weekly, 4 weekly and monthly payrolls.
- Oversaw employee payroll enquiries.
- Worked closely alongside Restaurant Managers and the Senior Management Team.
- Assisted with the roll out of Safety 2 Business (S2B) reports across the business.
- Assisted senior management team with the design of reports to be accessed via S2B.

**Purchase Ledger Clerk - Finance Office****2007 - 2008****Alpha Hospitals, Bury**

- Daily processing of supplier invoices.
- Reconciled supplier account.
- Prepared payment run for Finance Manager.
- Assisted with supplier payment run.

**Accounts Assistant****2003 - 2007****La Tasca Restaurants, Head Office, Bolton**

Started as an Accounts Assistant in the Accounts team and developed the role into a dedicated Purchase Ledger Clerk, which ensured that the Purchase Ledger roles were consolidated and streamlined to reduce discrepancies.

- Responsible for the auditing of multiple cost centres weekly reported revenues.
- Ensuring accurate reporting of each cost centres revenue, stock purchases and petty cash purchases.
- Reconciling monthly supplier statements.

**Purchase Ledger Clerk**

Daily processing of supplier invoices. Dealt with supplier queries in a quick and effective manner. Monthly reconciliation of supplier accounts. Assisted the Accounts Manager and Finance Director to produce the authorised monthly payment run. Processed the monthly payments to suppliers.

**EARLIER CAREER****Cohens Chemist, Head Office, Bolton****2001 - 2003**

Accounts Apprentice

Cash Sheet Administrator

Data Input Clerk

**EDUCATION AND TRAINING**

**CIPD Level 5, Associate Diploma in People Management – ongoing.**

**NCFE CACHE Level 2 Award in introduction for workplace health champions**

**2022**

**CIPD Level 3, Certificate in Human Resources Practice**

**2020**

**Sage 50 Payroll, Stages 1, 2 &**

**2015**

**AAT Level 4 NVQ in Accounting**

**2007****IT SKILLS**

Sage 50 | 100 | 200 | Sage 50 Payroll | Microsoft Excel | Microsoft Word.