

# Miriam Alice Royle

## Work Experience

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Purchase Ledger Administrator  
Marlowe Fire and Security Limited  
5 Ohio Avenue  
Salford Quays  
Manchester  
M50 2BT

I started working for this company -  
17th October 2022 - I am due to leave -  
20th September 2024 -

- Processing Invoices - Draycir - computer system
- Supplier Statements
- Answering telephone queries relating to -  
supplier payment list
- Speaking to suppliers - re - copy Invoices and requesting latest statements
- Working on Excel Spreadsheets
- Working on - Sage 200
- Working on Outlook - In box - Supplier

**Statements - Supplier Invoices**

### **Purchase Ledger Clerk**

151 Products Limited - Manchester  
June 2022 to August 2022

I worked for this company from - 27th June 2022 - 8th August 2022 -

It was a lovely company to work for - I worked within the Finance Team as a -  
'Purchase Ledger Clerk'.

- Posting invoices
- Coding invoices
- Upkeep of - Mailbox - Outlook
- Printing of invoices
- Answering the telephone

### **Purchase Ledger Clerk**

Calderdale College - Manchester  
March 2022 to June 2022

I worked for - 'Calderdale College' - as a - 'Purchase Ledger Clerk' -  
(17th March 2022 - 1st June 2022)

- Opening post
- Stamping in post received same day
- Processing Purchase Invoices
- Supplier Coding

- Making sure - Purchase Order Numbers - related to correct Invoice
- Loading of Invoices
- Registering Invoices
- Emailing various departments re - queries regarding any - Purchase Order Numbers
- Checking - VAT - is correct
- Answering the telephone
- Filing

### **Purchase Ledger Clerk**

St Bedes College - Manchester  
November 2021 to March 2022

I worked for - 'St Bedes College' -  
29th November 2021 - 11th March 2022

- Coding invoices
- Posting of invoices
- Updating bank details of suppliers
- Adding new suppliers
- Stamping in post
- Filing
- Answering the telephone

### **Purchase Ledger Clerk**

Barton and Redman - Manchester

August 2021 to August 2021

I worked for this company after a career break - 2009 - 2021

I managed to learn a lot of work whilst working for this company -

- processing invoices
- Inputting of invoices
- nominal codes
- making sure discounts were accurate
- making sure duty fees were accurate
- good eye for detail
- accuracy
- emailing and faxing
- posting out of cheques

I was glad to be given a chance to get back into the - 'Accounts' - environment again

### **CAREER BREAK - CARER FOR RELATIVE - 'MOTHER'**

Mother - Manchester

February 2009 to May 2020

I have been a personal carer for my 'Mother' since February 2009 - May 2020 -

I organised her care - night carers and daily carers (two visits at night and four visits every day) - who I assessed on a daily basis, medication care - ordering and giving of medications, dealing with district nurses, doctors, podiatrists and specialists when necessary.

It was a very rewarding job - especially the last five years of my - 'Mothers' - life when I worked 24/7 caring for her - until she died of - vascular dementia - 11th May 2020.

I was on sick leave - due to - 'bereavement' - from - 11th May 2020 until 31st August 2020.

I am now looking to start my career again in an - 'Accounts' - environment.

### **Purchase Ledger Clerk**

Salford Van Hire Limited - Salford

July 2001 to February 2009

I used to input up to 100 invoices per day, (Monday - Friday), reconcile supplier statements, maintain any changes to my personal 'Purchase Ledger' accounts as required - I had to meet tight deadlines and solve any problems over the phone and by email.

I was responsible for the monthly payment runs - printed payment run - selected - all invoices to be paid then a - 'Senior Purchase Ledger Clerk' - checked the payment run was correct before any invoices paid - for each of my accounts - and - made sure they were paid on time (monthly).

I worked on my own and as part of a team of three in the - 'Purchase Ledger' section of the office.

### **Bookkeeper/Accounts Assistant**

British Mountaineering Council - Manchester

November 1995 to April 2001

I was a - 'Bookkeeper/Accounts Assistant' - for this company -

I have a knowledge of Microsoft, Excel and Sage during my time at this job with various use of the computer systems - I worked closely with the Financial Controller completing various accounting tasks - inputting information, cheque writing, banking, petty cash, bookkeeping, staff expenses.

I also sold climbing insurance occasionally and balanced - 'PDQ's' - payment slips - daily - (payments of - insurance sales from the Insurance Department, British Mountaineering Council Memberships and any other sales that were made within the office).

#### **CREDIT CONTROL -**

I also used to chase up any debts outstanding at the end of week/month - any debt queries were resolved by telephone and allocate any monies received daily - manually.

#### **BOOKKEEPING -**

I worked on three accounts - manually -British Mountaineering Council, Mountain Leader Training Board and British Mountaineering Council Insurance.

I used to bank cheques and cash - three times per week.

All three accounts were audited.

#### **AD-HOC DUTIES -**

I worked closely with the - 'Financial Controller' - Alan Heron.

Completing any ad-hoc duties as and when required.

I was made redundant from this company - 16th April 2001.

### **Clerical Officer**

Manchester Family Health Services Authority - Manchester

July 1978 to July 1993

I worked for this company as a - 'Clerical Officer'.

I started work in the - 'Administration Department', after a few months, I worked in the - 'Registration Department' - including -

RECEPTION - work - working on a very busy - 'switch board' - and eventually I worked in the - 'Finance Department' - (I spent most of my fifteen years in the 'Health Service' - working in the - 'Finance Department').

I was responsible for the pricing of forms that were sent in to the office - for example - vaccinations and night visits form that needed to be priced and added to the - 'Doctors' - payments at the end of the month

- this job needed a lot of attention to detail.

I was also responsible for all the - 'Dentists' in the - 'Greater Manchester' area - maintaining of records, adding new dentists on the Manchester list, deletion of any dentists leaving, updating any bank details that relate to the monthly - 'bacs' payment run.

I also covered for - six months maternity leave - EXECUTIVE OFFICER GRADE 1

I was responsible for all the - 'Pharmacists' in the - 'Greater Manchester' area - maintaining of records, adding new pharmacists to the Manchester list, deletion of any pharmacists leaving, updating any bank details that relate to the monthly - 'bacs' payment run.

I also kept a record of oxygen patients - making sure they were given the correct doses of oxygen on prescription - if not after careful monitoring I wrote to each 'Doctor' so that the latest prescription was altered accordingly.

I gave one months notice to this company after fifteen years of service - it was a most enjoyable and rewarding experience to work for the - 'National Health Service'.

## Education

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**GCSE in O Levels in the following subjects - Computer Studies, French, Accounts, Physics, Sociology, English Language and English Literature**

Salford Quays College - Additional 'Accounts' qualification - AAT Level 2 - Accounts Technician - Manchester

September 2009 to September 2010

### **Certificate**

Salford Quays College

September 2009 to September 2010

## Skills

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- Manchester M9 4ND miriam.royle@googlemail.com 0161205 0227 I have O Levels in the following subjects

- Computer Studies, English Literature, English Language, French, Physics, Accounts and Sociology.
- Typewriting qualification
- 'Accounts'
- 'Accounts Technician' - Level 2 - Passed at - 'Salford Quays College' - 2009 - 2010
- Knowledge of - Microsoft office, excel, sage and Foxpro computer systems - (6 years) (6 years)
- RSA Typewriting qualification
- RSA Typewriting qualification - passed with credit

## Additional Information

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I was also a 'temp' worker during - 2001 -

I worked for - 'European Metal Recycling' at - Liverpool Street Branch - Manchester.

The position - I was a - 'temp' - 'Purchase Ledger Clerk' working with - Trevor Clarke.

It was a pleasure working for this company but unfortunately the job moved to Warrington and I was not picked for the - 'Financial Team' - to go to the new offices in Warrington.