

# LUCAS SMITHIES

BH- ACCOUNTING AND FINANCE - 📍 MANCHESTER 📞 07488325479

## ◦ LINKS ◦

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### Extra-Curricular, Courses and Volunteering

#### **Leeds Business School Ujima Project** **2022-2023**

- Encouraged Year 10 BAME students to join university during a 3-day residential trip.

#### **Black History Month FA**

##### **2020-2023**

- Helped run networking events for coaches/players who are looking for their next step in football while celebrating BHM.

### Skills

- Excel – Pivot Tables, VLOOKUP, and Macro.
- Familiar with NetSuite, Sage 50 and Xero.

### Hobbies and Interests

#### **Sport**

I play American Football and serve as a positional captain on my team.

This has enhanced my leadership, teamwork, and strategic thinking skills. It has also taught me the importance of communication, discipline, and resilience. Through football, I have developed the ability to perform under pressure and motivate my teammates.

### Other Experience

**M&S:** Retail Assistant (2020-21)

**Leeds United:** Staff coordinator (2021-23)

## 👤 SUMMARY

I am a Accounting and Finance graduate (2023), from Leeds Business School. My skills vary both academically and socially. I am a hard worker and work well as part of a team and independently. I am communicative and reliable and remain positive in and outside of the workplace.

During my studies in Leeds, I worked part-time in M&S and Leeds United. Working part-time throughout university has taught me time management skills and dedication. Currently working at Phoenix Cellular has boosted my confidence in my finance skills and my commercial awareness. Working as a Finance Assistant has shown me many key areas in finance from banking to financial reconciliations.

## 🎓 EDUCATION

### **Leeds Business School**

📅 2020 — 2023 📍 Leeds 📍

BA (Hons) Accounting and Finance 2:1

#### Relevant Modules

- Corporate Tax: Learned key principles of tax planning and compliance, essential for optimizing tax liabilities and ensuring financial efficiency.
- Audit and Assurance: Gained skills in auditing and financial statement assessment, crucial for maintaining financial integrity and transparency.
- Advanced Financial Management: Developed expertise in financial analysis, investment appraisal, and strategic planning, vital for informed decision-making and organisational growth.

### **Reaseheath College**

📅 2017 — 2020 📍 Nantwich

- Business Studies D\*D\*D\*
- GCSE'S: English, Maths

## 🏢 EXPERIENCE

### **Finance Assistant - Phoenix Cellular**

📅 July 2023 — Present 📍 Crewe

- Assisting Payroll - Supported the payroll process to ensure timely and accurate salary payments.
- Credit Control – Keeping record of invoices, payments and reconciling statements.
- Chasing Suppliers - Follow up with suppliers to resolve outstanding issues.
- Credit and Journal Allocation - Allocated credits and journals accurately to maintain financial records.
- Daily Payment Run - Conducted daily payment runs to around 100 customers twice a day.
- Bank Reconciliations - Performed regular bank reconciliations for multiple bank accounts.
- Bank Run - Managed bank deposits and withdrawals.
- PO, SO, and Bill Approvals - Approved purchase orders, sales orders, and invoices for financial accuracy.
- Month End and Year End - Assisted with month-end and year-end closing processes.
- Audit Tasks - Supported audit preparations and compliance tasks.

