

Simone Collins



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Professional Profile

Experienced Accounting professional with AAT Level 4 financial qualification and varied experience in both public and private sectors. Confident communicator with a can-do attitude, who has a proven ability to work proactively and efficiently. Highly detailed professional and likes to produce a high standard of work. Has managed and led budget management and year end statements with headteachers and local authority accountants.

Experienced in accounting duties such as, bank returns, vat returns, cash and bank duties, credit card statement reconciliations, monthly sales invoicing and weekly purchase ledger payment runs.

Technically trained by a chartered accountant and school business manager.

Experienced at introducing new software and training staff.

Key Achievements & Competencies

- Qualified AAT Level 4.
- Qualified Institute of Leadership and Management level 5.
- Proficient in the use of Microsoft Office Suite, Sage accounting software and other bespoke computer systems.
- Implemented and maintained various software as required by government policy guidance.
- Financial day to day procedures such as purchase ledger, sales ledger, bank and VAT returns, payroll overtime claims and petty cash claims.
- Worked with multiple administrative staff members to implement cash free offices.
- Successfully procured savings on contracts and resources to ensure surplus income at multiple organisations, which had previously been predicted to be in a financial deficit.
- Worked with dual schools to manage combined budgets of 1.8 million and make necessary savings, whilst maintaining staffing levels and increasing resources.
- Successfully created internal training files, supporting staff with job training, and maintaining high standards in financial audits, health and safety checks and educational administration.
- Organised and designed a new school website with the headteacher and ICT teacher to bring the school into compliance with Ofsted and audit standards.
- Introduced a school marketing app which improved daily communication between the school and parents, with 98% of parents using the app.

Career Summary



Accounts Administrator (part time temporary position covering illness for three weeks)

March 2024 – April 2024



Sanber Labs

RESPONSIBILITIES

- Reconciliation of all credit card statements with receipts.
- Coding invoices for payment
- Filing of contracts.
- Creating documents for site visits using pi formulas for fume cupboards via excel.
- Booking overnight stays for site officers.
- Telephone duties.
- Re-organising and labelling of folders on shared drives.

 School Business Manager Sept 2017 – Oct 2019

 Boothstown Methodist Primary School

RESPONSIBILITIES

- Lead the implementation of human resources management, health and safety, finance and premises management, including line management obligations to office staff.
- Efficiently managed two school budgets and financial activities, ensuring the smooth operation of the school procedures.
- Prepared reports on budgetary and financial management operations, including presenting to governors at board meetings monthly.
- Successfully completed a high number of financial day to day procedures, whilst working within the school administrative team - approaching tasks in a collaborative manner.
- Contributed to a local Worsley cluster group for school business managers to share best practice and collaborate on shared resources to meet with government budget changes.

 Executive School Business Manager 2014 – August 2017

 Christ the King RC Primary School & Boothstown Methodist Primary School

RESPONSIBILITIES

- Day-to-day business management functions include human resources, health and safety, financial, premises and budget management.
- Prepared detailed reports on all the above matters, to present to governors at board meetings.

- Displayed leadership and relationship building capabilities through training and development opportunities, presentation packs.
- Actively participated in a local cluster group for school business managers and at times hosted and presented.
- Implemented new safeguarding software which also met with the health and safety board's requirements.
- Implemented cashless offices to reduce risk, support easy payments for parents and reports for audit.
- Maintained and checked fixed asset management plan with the site officer.
- Daily purchase orders, weekly purchase ledger cheque runs, weekly petty cash payments to staff.
- Reconciled two bank accounts monthly and submitted VAT returns to the local authority accountants.
- Reconciled monthly credit card statements and issued monthly sales invoices.



Finance Officer

2010 - 2014



St Ambrose Barlow RC High School

RESPONSIBILITIES

- Supported both the finance manager and school business manager whilst training to become a school business manager.
- Covered all aspects of finance from budgets, financial monitoring and day-to-day duties.
- Developed management, financial, budgeting, and technical competencies.
- Maintained a professional demeanour, ensuring accuracy of work, timeliness, and good communication skills with governors, leadership teams, staff, pupils and parents.
- Co-ordinated the initial implementation of teaching school administration and finance procedures for the headteacher to supplement the school budget income.
- Liaised with all budget holders to ensure they meet their annual budget limits.
- Processed all orders, invoices, and credit card receipts weekly.
- Reconciled two bank accounts monthly and submitted VAT returns to the local authority accountants.
- Updated budget plans to ensure the school had necessary resources to support teaching and learning outcomes.
- Took responsibility for school trip payment recording software and attended audit check meetings by the local authority.
- Helped catering staff understand the new fingerprint software as part of the new building changes.











Assistant Accountant

2003 - 2005

RESPONSIBILITIES

- Banked cash (weekly) for the head accountant.
- Implemented sage line 50 accounting to support the accountant processing procedures.
- Processed weekly payments for consultant salaries directly with the bank.
- Deciphered complex customer contracts to calculate pro rata fees for credit.
- Covered annual leave for the accountant and chief executive which included line management of the credit control department.
- Processed large bacs payments on behalf of the directors as and when required.
- Provided detailed ten branches profit and loss year-end excel reports for the head accountant to present to directors.
- Completed my AAT Level 4 qualification whilst working full time and attending night school and used the skills gained to transform the office from manual accounting processes to electronic.

Career Summary Continued

	Purchase Ledger Clerk (while studying AAT Level 2 & 3)	2003 - 2005
	Cruden Property Services	
	Assistant Accountant (while studying AAT level 4)	2005 - 2007
	The Mortgage Point Ltd	
	Temporary Finance Officer (while pregnant)	2008 (6 months)
	St Ambrose Barlow RC High School	
	Head Office Receptionist	2009 - 2010
	Carriages Funeral Directors Swinton	

Education

NOTABLE ACHIEVEMENTS

AAT Level 2 Foundation

AAT Level 3 Intermediate

AAT Level 4 Advanced 2004 - Sage Line 50 Plus training included.

Institute of Leadership and Management (ILM) Level 5 Diploma SBM



St Georges RC High School

June 2002

GCSES

Maths C, Science Dual CC, English Language C, English Literature C, French D, Religious Education C, Child Development C, Office Applications D, Design & Tech D

Interests

Swimming, reading, walking, tennis. spending time with my friends and family.

References

Available upon request