

Khalida Sadiq

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An extremely motivated and focussed individual with ten years' experience working in a busy office, being central to finance operations and developing financial procedures. Possess a positive and forward-thinking attitude required to manage a small team and strong analytical skills required to deliver accurate accounting results.

Employment

Peaks and Valley Business Enhancement Ltd, Burnley – Management Accountant (July 2019-present)

Key Responsibilities:

- Providing professional accounting services to business clients.
 - Ranging from assisting with preparation of financial statements, management accounts, bank reconciliations and VAT Returns.
 - Providing accountancy support to businesses remotely, co-ordinating monthly billing with sales team, credit control, review of supplier invoices, resolving supplier queries, processing supplier payments and over-seeing payroll for clients
 - Management of intercompany balances and monthly reconciliation
 - Visiting clients to provide on-site support
 - Assisting with external audit

Daisy Communications, Nelson – FP&A Analyst/Assistant (January 2018-April 2019)

Key Responsibilities:

- Assisting with the preparation of monthly internal reports using forecasting and budgets for analysis and reporting to the executive board
 - Preparing ad-hoc reports required by the wider group using in-house reporting tools
 - Posting monthly journals at consolidated level
 - Maintenance of spreadsheets for preparing monthly reports
 - Working closely with other departments to ensure deadlines are met
 - Assisting other departments with system issues

Westholme School, Blackburn – Accounts Controller (August 2017-October 2017)

Key Responsibilities:

- Weekly Bank Reconciliations
 - Reconciliation of control accounts
 - Assisting with Year End Accounts – and reporting findings to the Finance Manager
 - Management of the Sales Ledger – issuing sales invoices and processing receipts
 - Management of Intercompany accounts
 - Income and expenditure analysis
 - Reviewing processes to implement the preparation of management accounts
 - Providing general accounts support in the finance team

Wise Move Consulting Ltd, Burnley – Director’s Assistant (March 2012-May 2017)

Initially employed as an Accounts administrator later progressing to the position of Director's assistant within the first year of employment. During this time, I was responsible for managing and reporting financial operations for four companies within the organisation, whilst achieving AAT qualifications in Level 2 and 3.

Key Responsibilities:

- Daily Bank Reconciliations
- Intra-account transfers in sterling and foreign currencies, and managing cash-flow to facilitate supplier payments
- Monthly Management Accounts
- Quarterly VAT Returns
- Reconciliation of control accounts
- Preparation of Year End Accounts – to be finalised by an external accountant
- Development of excel templates bespoke to each company trading pattern
- Assist with the development of databases to improve reporting of financial data
- Reviewing large volumes of data, required to identify and rectify errors in reports generated
- Credit Control
- Payroll and processing wages

Other Responsibilities:

- Making management decisions in the Director's absence, reviewing the company's internal processes, implementing changes to improve internal operations and reporting such changes
- Involved in the recruitment and training of new members
- Supervising a small team to ensure daily processes are achieved
- Reviewing contracts for new clients, whilst retaining existing clients for the subsidiary companies
- Raising sales invoices and processing sales receipts

Skills Acquired and Attributes:

- A high level of integrity, being trustworthy and respectful of confidential information
- Proven ability to motivate and inspire team members to succeed
- Resourceful and have the ability to work alone with minimal supervision
- Confident in liaising with financial professionals, both within and outside an organisation
- Take a meticulous and thorough approach to accounting, producing accurate reports required for both management accounts, and year-end accounts.
- Strong knowledge and experience using accounting packages Sage 50, Sage 200, SIMS/FMS, IBM Cognos, QuickBooks and Xero
- Excellent IT skills using MS Office and other data management tools

Education

Premier Training, Distance Learning	(January 2023 till completed)
○ AAT Level 4	
Home Learning College, Distance Learning	(January 2016)
○ AAT Level 3	
Nelson and Colne College, Nelson	(September 2013-June 2014)
○ AAT Level 2	
University of Central Lancashire, Preston	(September 2003-June 2006)
○ Life Science Degree BSc (Hons) Herbal medicine (2.2)	

Additional Information:

Full UK driving license.

References available upon request.

