

Rebekah Varley

Summary

I am an organised, administrative professional with hands-on experience supporting business areas such as accounting, database management, sales, customer service and human resources. I am a collaborative team player with strong communication, decision-making and time management abilities.

Experience

ACCOUNTS OFFICE MANAGER 04/2022 - Current

Ashley Engineering, Oswaldtwistle, Lancashire

Oversaw day-to-day office operations such as organising correspondence, managing incoming calls, emails and mail efficiently and promptly, and creating business records.

Oversaw effective file management to keep office records and staff personnel files up-to-date.

Managed smooth HR process for new starters, setting up on sage payroll and in house database, and issuing contracts and relevant paperwork to make easy transition into company.

Ordering of stationery and office equipment

Plan any parties or celebrations (Annual Christmas Party)

Reconciling of supplier statements

Supplier payment runs

Processing weekly payroll using Sage Payroll and dealing with any discrepancies or queries

Processing sick notes, maternity/paternity pay

Processing of pensions and entering details onto pension report

DEA deductions - calculating, processing and paying

Compiling and maintaining paper, digital and electronic employee records, including *holiday* and sickness leaves

Compiling and maintaining paper, digital and electronic employee records, including *holiday* and sickness leaves

Advertising jobs, conducting interviews, issuing offers of employment etc

Scheduling meetings and appointments within the office

Minute taking at meetings, then ensuring all meeting participants have a copy of the minutes when written up.

Raising & processing purchase orders

Matching GRN's to purchase orders, then to supplier invoice

Inputting and processing of purchase invoices

Sending customer statements monthly and by request

Liaising with external employment law specialists regarding any HR issues

Updating and maintaining customer/supplier records

Creating and issuing any correspondence to relevant parties (customer, supplier etc) such as price increase letters

Managing the company's social media accounts such as Facebook and Instagram

Chasing any overdue invoices accounts

Bank reconciliation

Maintained petty cash for ad-hoc business expenses.

MERCHANDISING ADMINISTRATOR 04/2021 - 01/2022

Studio Retail (Agency), Work from Home, Lancashire

****Fled domestic violence - relocated back home from Liverpool to Lancashire****

Update weekly and daily sales for the Assistant Merchandiser using MS Excel
Help to prepare Trade Reports on a Monday, checking data is accurate
Review weekly best and worst
Manage the critical path with the buying team
Intake management - accurate management of the delivery schedule, ensuring delivery dates are met by brands and communicating any short shipments, late deliveries and cancellations to the Merchandising team and the wider business
Ensuring new line ranging and allocations are actioned accurately and in a timely manner in line with agreed launch dates
Manage shipments coming into the warehouse
Ensure accurate information is logged onto the systems
Raise accurate purchase orders for any new or repeat orders

ACCOUNTS ADMINISTRATOR/FINANCE MANAGER 04/2019 - 04/2020

Transbelt, Liverpool, Merseyside

Processing all invoices and entering onto SAGE
Utilising BACS for payment of suppliers
Reconciling bank accounts and verifying bank balances on a general ledger
Assisting with the preparation of VAT returns
Executing all month end and year end accounting procedures
Executing monthly payroll duties
Answering the telephone and taking messages when other members of staff are unavailable

SALES LEDGER CLERK (TEMP ROLE) 09/2018 - 02/2019

Brodex Trident, Formby, Merseyside

Processing invoices using Sage 50
Processing card payments
Sending customer statements
Liaising with customers and suppliers
Matching invoices to purchase orders, and filing
Assisting the financial accountant with any day to day accounting duties
Entering and processing purchase orders
Responding to enquiries via email and telephone
Creating and maintaining records on SAGE
Processing staff expenses including fuel
Entering cheque information onto spreadsheet (MS Excel)
Liaising with account managers, then matching quotations up with job worksheets once job is completed
Assisting with month end duties

BUSINESS ADMINISTRATION APPRENTICE 07/2017 - 02/2018

Option Hygiene, Nelson, Lancashire

Processing sales orders using Sage 50 Accounts
Processing invoices using SAGE
Scanning and photocopying documents
Taking orders over the phone, by email, by fax, online
Entering and processing purchase orders
Despatching web orders
Booking couriers and ensuring web orders are delivered promptly
Matching purchase orders with delivery notes
Liaising with customers and suppliers
Filing invoices and delivery notes
Assisting the office manager, colleagues and directors as and when required

Answering the phone and dealing with queries
Offering refreshments to visitors/customers
Processing card payments

- Skills**
- Invoicing and billing
 - File and data retrieval systems
 - Proposal writing
 - Report writing
 - Accounts payable and receivable
 - Banking operations
 - Data entry
 - Prioritisation
 - Reception management
 - Scheduling and calendar management
 - 5+ years SAGE 50 Accounts experience
 - All MS Applications

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- Education**
- GCSEs, English Language**
Blessed Trinity RC College, Burnley, LAN
- GCSE English Language - 5/B
 - Mathematics - 5/B
 - Health and Social Care Double Award - BB