

# **Sara Louise Hartley**

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## **PROFILE**

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I have extensive knowledge and experience with accounts having worked from Office Junior through to Accounts Manager over my career. With a determined and focused approach to any task, I have the ability to remain focused under pressure producing work to deadlines in a successful and timely manner. With excellent communication skills I am able to build strong relationships both internally and externally resulting in an effective working partnership and query resolution.

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## **EMPLOYMENT HISTORY**

May 2015 - Present

**Menzolit UK Limited**

**Assistant Financial Controller**

## **RESPONSIBILITIES**

- Assisting Financial Controller with the production of month end management accounts, preparation and posting journals, and other ad hoc tasks as required to produce trial balance.
- Purchase Ledger - All aspects from processing invoices to payment to suppliers and account reconciliation.
- Sales Ledger - From processing sales orders through to despatch, invoicing, credit control.
- Managing the daily reconciliation of bank accounts, and posting to ledgers.

March 2013 - May 2015

**Various accounts related temporary assignments following redundancy in March 2013.**

May 2007 - March 2013

**Boundary Bathroom and Kitchens Ltd**

**Accounts Administrator**

## **RESPONSIBILITIES**

- Purchase Ledger - Invoice matching and processing approximately 1500 invoices and credit notes per month and posting to accounts.
- Reconciliation of supplier statements and liaising with suppliers by telephone and email.
- Processing weekly and month BACS and cheque payments.
- Cash book postings, bank reconciliation and month end procedures.
- Sales Ledger - recording credit card receipts, online customer receipts, cash, cheque and BACS receipts and producing daily sales analysis.

- Payroll - Collation of monthly payroll data to external payroll bureau and handling queries.
- Managing and balancing petty cash.

March 2004 - May 2007

**E.T. Riddiough (Sales) Ltd.**

**Accounts Clerk - Accounts Manager**

**RESPONSIBILITIES**

- Initially started as an Accounts Clerk.
- Purchase Ledger - Batching , coding and posting a large number of purchase invoices.
- Cash book and petty cash book entry and balancing.
- Promoted in December 2004 to Accounts Manager.
- Preparation of month end accounts.
- Producing payroll reports and payments using a computerised system.
- Credit control - contact with customers by telephone and by letter, issuing statements and reconciling payments to accounts.

1991 - 2004

**Peter Reed Group Limited**

**Accounts Clerk**

**RESPONSIBILITIES - similar role to above**

1989 - 1991

**Padiham Cotton Waste Limited**

**General Office Clerk**

**RESPONSIBILITIES - general office duties**

1988 - 1989

**D C Cook (Fiat) Limited**

**Sales Administrator**

**RESPONSIBILITIES**

Providing relevant documentation relating to the sale of vehicles, stock control, weekly time sheets, Petty Cash, invoicing and switchboard duties.

1985 - 1988

**Cleanbright Services Limited**

**Office Junior**

**RESPONSIBILITIES - general office duties**

## **ADDITIONAL SKILLS/ATTRIBUTES**

- Versatile and reliable team member with the skills and motivation to work alone.
- Enthusiastic and punctual.
- Good communication skills both written and verbal.
- Full clean driving licence and car owner.
- Experience in Sage Line 50 and 100, Microsoft Word and Excel.

## **EDUCATION**

Nelson and Colne College                            1984-1985

BTEC General Diploma Business Studies

RSA Typewriting Grade 1 and 2

## **REFERENCES**

Available on request.