

QUINN JACKSON

26 Pall Mall, Apartment 80, Liverpool, L3 6AG | +447961262519 | Quinnj29@gmail.com

Profile

Skilled Accounts Assistant with expertise in Sage 50 and QuickBooks, I offer a solid background in managing accounts payable and receivable to enhance financial operations. My strong attention to detail and organizational abilities ensure excellence in tasks such as journal preparation and posting, bank reconciliations, and maintaining precise financial records. Experienced in handling invoices, tracking payments, and supporting budgeting and forecasting processes, I bring a proactive approach and a commitment to accuracy, making me a valuable asset to any finance team.

Experience

ACCOUNTS ASSISTANT TRAINEE | FUTURE CONNECT ACCOUNTANTS LONDON | MAY 2023-PRESENT

- Expertise in accurately and promptly recording data in payroll systems and associated databases.
- Capable of generating PAYSLIPS, processing payroll, handling maternity and statutory pay, managing forms p45 and p60, and handling RTI submissions and pension schemes using sage 50 payroll.
- Proficient in developing monthly financial statements, including profit and loss accounts and balance sheets.
- Skilled in collaborating with contractors and subcontractors and preparing monthly returns.
- Demonstrated proficiency in utilizing a variety of accounting software platforms, including sage 50, QuickBooks, and Xero.
- Showcased expertise in overseeing purchase and sales ledger control, which encompasses reconciliations and credit control activities.
- Familiarity with vat submissions across diverse vat schemes, such as cash, standard, flat rate, and retail vat schemes.
- Knowledgeable in managing HMRC inquiries regarding vat.
- Well-versed in handling transactions involving foreign currencies, EC sales, and INTRASTAT returns.
- Adept at resolving issues or queries pertaining to accounts payable and accounts receivable.
- Demonstrated proficiency in posting various journals, including general, debtor, creditor, and wages journals.
- Skilled in managing accruals, prepayments, depreciation, double entries, and calculating loan interest.

CIVIL SERVANT | ST. VINCENT AND THE GRENADINES MINISTRY OF NATIONAL SECURITY | DECEMBER 2015-JULY 2023

- Maintained public safety, prioritizing the protection and service of residents and visitors.
- Cultivated discipline and commitment in high-pressure scenarios, collaborating seamlessly with team members to accomplish tasks such as patrols, close protection, and security.
- Specialized in investigative roles within the special branch for 5 years, honing skills in communication, analytical thinking, and interpersonal interactions.
- Demonstrated exceptional attention to detail in preparing and submitting high-priority reports within tight deadlines

**ADMINISTRATIVE ASSISTANT | SVG SUPPORT FOR EDUCATION AND TRAINING
PROGRAMME (SET) PROGRAM | MAY 2022-JULY 2023**

- Coordinated day-to-day operations communicating effectively with clients and top management.
- Managed monthly expenses and payments using Microsoft Excel and QuickBooks accounting for changes in expenses and tracked monthly VAT payments, as well as generating client invoices to ensure timely and accurate billing.

JUNIOR CLERK | 10ALYTICS| MARCH 2015-DECEMBER 2015

- Assigned to the Medical Facility in the Ministry of Health & Environment.
- Recorded physical inventory of medical supplies on-site updating the appropriate journals.

Education

AAT Level 1 and 2

Future Connect Training and Recruitment
May 2024

AAT Level 3

Future Connect Training and Recruitment
Current

BSc. in Operations Management

University of The West Indies Mona
August 2019-July 2023

Area of Expertise

- Ledgers Maintenance
- Bookkeeping
- Bank Reconciliations
- VAT Returns
- Trial Balance & Balance sheet
- P&L Statement
- Month End Procedure

Key Skills

- Sage 50 Accounts
- QuickBooks
- Xero
- Sage Payroll
- Microsoft Excel, Pivot Table, VLOOKUP
- Credit Control
- Accruals/Prepayments

REFERENCES AVAILABLE UPON REQUEST