

Sara Louise Hartley

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PROFILE

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.

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 Stories
RSA Typewriting Grade 1 and 2

REFERENCES

Available on request.