

Alison Morris

Accounts administrator.

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Blackburn, BB25NW

OVERVIEW

Experienced in the accounting sector with an all-round knowledge of sales ledger, purchase ledger and payroll. Throughout my career, I have consistently demonstrated reliability strong work ethic, establishing a proven track record of hard work and loyalty. I am looking to join an established business where I can be a key part of the finance department.

EXPERIENCE

**FDC
(Holdings)
Ltd.**

05/2024- present
(Covering maternity-
ongoing temporary).

Sales ledger assistant.

- The raising of all invoices for our various storage/ haulage clients.
- Allocating customer receipts to their accounts.
- Weekly reporting on sage line 50, daily use of excel and Microsoft outlook.
- Chasing all outstanding debts on a weekly/ monthly basis.
- Sending out copy invoices/ statements as and when needed.
- Photocopying, scanning, and filing.

**Northcote
Hotel and
restaurant**

02/2024-04/2024
(FTC 3 months)

Finance assistant.

- All aspects of purchase ledger.
- Inputting all purchase ledger invoices onto Microsoft dynamics.
- Supplier statement reconciliation.
- Allocating payments against supplier accounts.
- Petty cash reconciliation.
- Daily revenue reporting.

**Venturi
Healthcare
Ltd.**

04/2019 – 01/2024

Sales Ledger
Administrator.

- Managed financial accounts for 6 care homes across Northwest England, overseeing approximately 250 accounts by engaging in daily communication monitoring occupancy and addressing needs.
- Ensured accurate funding allocation for new residents, including private clients, social services or continuing health care.
- Recorded and allocation all incoming funds, maintaining precise financial records and ensuring they were the correct amounts.
- Reconciliation of bank accounts.
- Establish relationships with residents' families.
- Daily use of Sage line 50, Microsoft Excel and xero.

**Burnley
Football Club.**

07/2000 - 03/2019

Account Administrator

- The raising of all Sales ledger invoices from hospitality, matchday bookings to player loan invoices.
- Allocation of monies coming in, cash, cheques, credit cards and bacs.
- Bank reconciliation.
- Petty cash reconciliation.
- Purchase ledger cover.
- Allocation of information for payroll.

Mentor 01/1990 - 06/2000 Accounts assistant.

Systems.

- Ledger input.
- Month end payment runs.
- Purchase ledger statement reconciliation.
- Petty cash reconciliation.
- Bank reconciliation.
- Processing of employees' expenses.

EDUCATION

St Wilfrids High School

1983 - 1988 GCSE's

- Maths- C
- English- B
- French- C
- Business- C
- Biology- C
- Keyboard communications- B

Blackburn College

1988 - 1990 A Levels.

- English- B
- French- C
- Business- C

SKILLS

- Excellent customer service experience, able to adapt my style and build trust with clients.
- Strong attention to detail.
- Able to concentrate and work within high pressure environments.
- Team player and happy to support others.
- Proficient in accounting software including Sage and Microsoft Excel.
- Effective time management skills, able to prioritise my workload accordingly.