

## RACHAEL ARMSTRONG

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### **EDUCATION / PROFESSIONAL QUALIFICATIONS:**

MA Scriptwriting  
BA (Hons) Screenwriting with Film, TV & Radio  
NVQ Level 3 – Retail  
8 GCSE's – Including Mathematics, English and Science

**BA (Hons) Screenwriting with Film, TV & Radio – Grade: Upper 2.1**

### **Key Achievements**

- Development of a radio production as a script supervisor.
- Taken part in workshops with ITV.
- Developed and co-written a drama series based on the golden age of Hollywood with the intention of raising funding to develop a pilot.
- Pitched to Northern Rail for a safety film for their competition in conjunction with the University of Central Lancashire.
- Received the Most Enterprising Student Award 2016.
- Selected as a Storyliner to take part in ITV Studios and the University of Central Lancashire (UCLan) 'Soap in a Week'.
- Attended a Storylining workshop at ITV.
- Created a financial proposal to obtain funding towards the making of a documentary film whilst attending the Los Angeles Film Festival of which I was a producer of the documentary.

**EMPLOYMENT HISTORY:**

**July 2017 to date**      **IT Parts and Spares Ltd**  
**Head of Accounts**

*IT Parts and Spares is an independent IT supply chain and distribution supplier of computing technology.*

**Key Achievements**

- Working to develop and implement accounting systems and practices of a new start up business whilst using a new accounting software, Xero.

**Responsibilities**

- Sole responsibility for all daily accounts and administration using Xero Accounting Software.
- Purchase ledger, processing invoices onto the system, monthly reconciliation, preparing payment runs.
- Sales ledger, processing invoices, weekly and monthly reconciliations.
- Credit control, domestic customers and international via telephone, email and letter.
- Bank reconciliation, Invoice Discounting, Paypal, Ebay, Amazon.
- Office administration, dealing with customer and supplier queries.
- Assisting with financial year end.

**August 2016 – March 2017**      **Eurosimm Ltd**  
**Accounts Assistant Temp Contract (Maternity Cover)**

*Eurosimm is an independent supplier and distributor of computing technology to domestic and international commercial markets.*

**Key Achievements**

- Working on new accounting software (Navision) bespoke to the business.

**Responsibilities**

- Sole responsibility for all accounts and administration using Navision Software.
- Purchase ledger, processing invoices onto the system, monthly reconciliation, preparing payment runs, making electronic payments BACS.
- Sales ledger, processing invoices monthly, monthly reconciliations, monthly direct debit payment collection.
- Credit control, domestic customers via telephone, email and letter.
- Bank reconciliation.
- Office administration, dealing with customer and supplier queries.
- Assisting with financial year end.
- Business credit searches.

**July 2007 – Present**

**RMA Accounts and Finance**

*Bookkeeper to SME's, working with a variety private sector SME's*

**Key Achievements**

- I worked with SME's to complete the day to day accounting functions of the businesses and implementing my knowledge as well as experience of transferring businesses onto computerised Sage Accounts Software.
- With the procedures that I implemented with all my clients I was able recover over £1000 of credits from an international courier for a new client, within a couple of weeks of being their bookkeeper, who had been overcharging for failed delivery service.

**Responsibilities**

- Sole responsibility for all accounts and administration using Sage Instant Accounts & Sage Line 50 Accounts Software.
- Purchase ledger, processing invoices onto the system, monthly reconciliation, preparing payment runs, making payments by cheque and BACS.
- Sales ledger, processing invoices monthly, monthly reconciliations.
- Credit control, chasing domestic & international customers via telephone and letter
- Banking and petty cash reconciliation.
- Preparation of VAT Returns.
- All office administration, opening and distribution of post, dealing with queries
- Manage and develop strong relationship with external accountants including assisting with financial year end.

**May 2007 – July 2007**

**Samuel Cooke & Co**

**Credit Control – Temp Contract**

*Samuel Cooke & Co is an independent distributor of fuels and lubricants to the residential and commercial markets.*

**Key Achievements**

- Adapting to an unfamiliar accounts system which was bespoke to the company and picking things up quickly.

**Responsibilities**

- Arrears & Collections by phone, letter & email.
- Taking customer payments by credit/debit cards.
- Preparing documents for legal collections.
- Preparing Credit Insurance Claims.
- General Office duties, answering the phone, opening mail etc.

**July 2006 – April 2007**

**Marni UK Ltd t/a UKBW.com  
Bookkeeper**

*Independent distributor and stockist of bathroom products to the trade & public through stores and via e-commerce.*

#### **Key Achievements**

- Introduced new procedures and controls to streamline the current accounting system to the benefit of the company to reduce discrepancies and disagreements with existing suppliers.

#### **Responsibilities**

- Sole responsibility for all accounts and administration using Sage Instant Accounts & Sage Line 50 Accounts Software.
- Purchase ledger, processing invoices onto the system, monthly reconciliation, preparing payment runs, making payments by cheque and BACS.
- Sales ledger, processing invoices monthly, monthly reconciliations.
- Credit control, chasing domestic & international customers via telephone and letter
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**Sept 2005 – May 2006**

**Excel-A-Rate Business Services Ltd  
Administrator**

*Independent finance company that specialise in providing a wide range of carefully designed finance packages aimed to enable businesses to grow.*

#### **Key Achievements**

- Adapting to new systems and picking things up quickly.

#### **Responsibilities**

- Land Registry Searches – UK, Scottish & Irish.
- Consumer credit searches.
- Business credit searches including rating and risk analysis.
- Vehicle HPI Vehicle Searches.
- Producing risk assessments & bank analysis reports for finance applications.
- Supplier verification reports.
- Arrears and collections, office administration, opening and distribution of post, dealing with queries, filing & reception duties.

**Aug 1993 – May 2004**

**Lancashire Conservatories & Windows Ltd**  
**Accounts Manager**

*Manufacturer of windows, doors & conservatories to the building trade.*

### **Key Achievements**

- Having being employed as an office junior I was rewarded for my hard work and dedication to the company with a company car.
- Being handed the responsibility of managing the business on a day to day level when the Director was away from the office.

### **Responsibilities**

- Sole responsibility for all accounts and administration using Sage Instant Accounts & Sage Line 50 Accounts Software.
- Purchase ledger, processing invoices onto the system, monthly reconciliation, preparing payment runs, making payments by cheque and BACS.
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### **IT Skills:**

Xero  
Navision  
Celtx  
Word  
Excel  
Sage Instant Accounts  
Sage Line 50  
Sage Line 50 Accountant  
Sage Instant Payroll  
Experian Consumer & Business  
Land Registry England  
Scotland & Wales, HPI