

PERSONAL STATEMENT

I am a committed and professional individual who enjoys a challenge. I work effectively in a team, I can also work alone and unsupervised. I have the ability to prioritise and thrive in a busy office environment. I am organised, sociable and enjoy giving good customer service. My determination and ambition ensure that I would be a valuable addition to any employer. I have a law degree and a diploma in accounting.

EDUCATION

- ♦ ILFM Associate – Legal Practice Management Certificate – **November 2021**
- ♦ Diploma in Accounting (AAT – Level 3) – Oldham College – **June 2014**
- ♦ LLB Law (Hons) - Manchester Metropolitan University – **July 2014**
- ♦ Certificate in Accounting (AAT L2) - Oldham College – **Dec 2013**
- ♦ ILEX Legal Secretary & RSA Typing- MANCAT
- ♦ GCSE's incl English, Maths & Science – Our Lady's RC High School Oldham

EMPLOYMENT

Accounts Team Leader – Hive Legal/Clear Law Solicitors – Jan 2024 – Present

My responsibilities are to manage cashiers and conduct appraisals. Ensure KPI's are met. Compliance with SRA accounts rules and breach reporting. Assist with management accounting, journal posting and purchase/sales nominal reconciliations. Review and reconcile debtor and creditor reports, clearing credit balances. Credit control and managing debtors. Assist with processing client to office transactions. Sales, purchase and control account reconciliation. Manage the accounts closure process. Distribute client matter reports and liaise with fee earners to ensure these are cleared. Credit card reconciliation and postings.

Cashroom Manager – The Cashroom – July 2022 – December 2023

My responsibilities were to manage and develop client relationships to ensure clients received an excellent service. I managed a team of 15 cashiers of varying skill to drive throughput and ensure workloads were appropriately managed. Other elements of my duties included develop the teams' skills and capabilities. I ensured all my team has an agreed plan for development with yearly appraisals included. I ensured workloads were adequately resourced and future growth plans were met, including KPI monitoring. Compliance with SRA accounts rules and CLC regulations. I also processed and submitted VAT returns for clients in my team.

Senior Legal Cashier – Gorvins Residential LLP – November 2021 – June 2022

In this role my duties were to manage the accounts team, oversee and assist with payroll and VAT returns, bank and control account reconciliations and preparation of month/year end accounts. The firm dealt with volume residential conveyancing, and it was my responsibility to deal with the remortgage completions.

Legal Cashier – Versus Law Solicitors – May 2016- October 2021

In this role, my main duties included handling large sums of cash and it was my responsibility to ensure that these were handled and accounted for in an accurate manner. Other duties included daily weekly and monthly bank reconciliations of both the office and client account. I updated the office cashflow forecast detailing payments made; money received and forecasted future anticipated expenditure. I input invoices onto the purchase ledger and arranged payments as they became due. A very important function was to complete the quarterly VAT returns and any other financial returns required by HMRC. I also completed monthly staff payroll, including PAYE submission. Regular financial management reporting to the Partners to ensure compliance with the Solicitors Accounts Rules. I completed all month end procedures running full system reports including trial balance, profit and loss, check all client matter balances and uncashed cheques as well as reporting individual fee earners profit costs monthly figures. Residential conveyancing was carried out and volume was varied.

Accounts/Fees Clerk - Deans Court Chambers – June 2014 – April 2016

I was responsible for the effective management of Chambers' Credit Control and collection functions. I reviewed and where necessary enhanced credit recovery policies and procedures designed to maximise the efficiency of Chambers debt recovery services. I worked alongside the Senior Clerk to Chambers and Accounts Manager to monitor and proactively reduce outstanding debt. I provided regular reports to the Chambers Finance Committee, which included

suggesting ways of stream-lining and improving credit control services. I also ensured the most efficient methods were in place for the timely sharing of relevant information with the Clerking Team and other Members of Chambers.

Business Support Officer – School Admissions – Oldham Council – Sept 2011 – Jan 2013

I assisted with and ensured the provision of an efficient and high-quality service, taking responsibility for the management of the admission of pupils to secondary schools in Oldham. I dealt with all In Year transfers for secondary schools, approx. 800-1000. Provided advice on all matters relating to school admissions to parents, schools elected members, other agencies and members of the public. I assisted with school admission related complaints and enquiries. To ensure development of and manage office systems.

Senior Admin Officer – HMCTS – Oct 2003 – Feb 2011

I assisted the Team Leader to effectively manage a team, to ensure the delivery of an efficient and effective system of finance, fine collection and enforcement. My role was exceptionally varied from day to day. One main function was to investigate persistent fine defaulters, this was done in liaison with GMP to bring them before the court and advise magistrates on the history of the matter and seek a desired outcome.

Admin Support Manager – Manchester YOS – Nov 2001 – Oct 2003

I was responsible for developing and maintaining an efficient financial and administrative support to the Youth Offending Service, this included the line management of 5 staff. I administered the budget, this included planning and maintaining the departmental budget to ensure spending was controlled. I was also responsible for the imprest account. I provided financial returns and statistical information in excel format this was reported to my team manager on a monthly basis. Monitoring of the budget involved keeping accurate income and expenditure records using the City Council's financial management system to prepare specific reports. I provided further support in respect of procurement of goods and services, processing delivery notes, invoices and expense claims.

VOLUNTARY WORK

I am currently the Club Treasurer for a local amateur swimming club, this allows me to further develop my accounting skills. I am responsible for ensuring that up-to-date records of our club's income and expenditures are tracked and maintained. I plan the club's yearly budget (in conjunction with the Committee) and monitor how it is used throughout the year. I present annual reports to the club committee. I also arrange all insurances, any licences needed and paying of wages and appropriate taxes.

ACHIEVEMENTS

LLB – Law (Hons)

My degree enabled me to understand legal concepts, their practical applications and proposals for reform within a supported learning environment that incorporated a range of different learning techniques. During my studies I was encouraged to learn new skills (such as research methods, public speaking and IT literacy) and enhance existing abilities that would equip me for the demands of any future career. I studied part-time during the evenings over a 5-year period.

Level 3 – AAT Diploma in Accounting

This qualification introduced me to more complicated accounting tasks such as maintaining cost accounting records and the preparation of reports and returns. I now have the skills to:

- Prepare year end accounts for sole traders and partnerships
- Make adjustments for accruals and prepayments
- Manage the non-current assets register and apply calculated depreciation
- Prepare fixed and flexible budgets
- Complete VAT returns

SKILLS

- Proclaim, QuickBooks Accounting Software.
- ILFM Member, Solicitors Accounts Rules training days.
- Microsoft Office, Word, Excel, PowerPoint and Outlook.

REFEREES

References available on request.