

## **CURRICULUM VITAE**

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### **Overview**

An experienced, confident Semi Senior Accountant / Book Keeper with a proven track record of delivering exceptional service levels to clients and managing multiple deadlines.

### **Employment**

**June 2022 to Present**                      **Finance and Office Manager**  
MPT Group Ltd

- Preparation of Vat and Payroll
- Bookkeeping on Sage Software
- Petty cash, Bank and Credit card reconciliation
- Credit Control
- Purchase and Sales ledger
- Liaising with HMRC
- Health & Safety officer
- Managing department of 5 people
- Ensuring all staff have work
- Invoicing technicians time from Call2field
- Taking payroll data from Allday Time Manager
- Processing international payments and invoices.

**May 2019 to June 2022**                      **Semi Senior Accountant and Office Manager**  
Robin Oatridge & Co Ltd

- Preparing and Submitting Vat returns for a variety of clients.
- Preparing annual accounts on IRIS Software
- Liaising with clients on the telephone and later in reception
- Booking accounting records in to be starting and ensuring all records are present
- Managing workflow for my department
- Streamlining my department to ensure smooth day to day running
- Credit Control
- Liaising with HMRC on clients behalf
- Sales Ledger
- Updating Directors diaries and booking in clients.
- Submission of Companies House forms

**Nov 2017 to May 2019**

**Vat and Payroll Manager**

John Fallows Accountants Ltd

- Preparing and submitting vat returns for over 60 companies on an accrual, cash or partially exempt basis
- Running payroll for 140 companies from one to fifty employees
- Submitting and paying wages via payflow
- Working with employers, employees, HMRC
- Setting up Auto enrolment pensions
- Maintaining updating and paying pensions
- Liaising with NEST and The Peoples Pension
- Submitting all RTI submissions
- Submitting CIS returns for all clients
- Keeping a register or all CIS deductions and submitting relevant EPS
- Producing CIS deduction statements for subcontractors

**April 2015 to Nov 17**

**Semi Senior Accountant**

John Fallows Accountants Limited

- Accounts preparation for Limited Companies, Sole Traders, Partnerships, LLPs & Charities
- Credit control activities
- Working closely with the partner
- Liaising with clients advising them on accounting systems and processes

- Tax Computations
- Bookkeeping activities
- VAT Returns
- Cash flow Projections
- Tax Returns
- Payroll / Wage Journals
- Management Accounts
- Profit and loss and balance sheet
- Liaising with clients and working on various client software
- Studied with the Institute of Chartered Bookkeepers to equivalent Level 3 AAT
- Inputting of purchase and sales invoices and bank statements
- Recording and updating fixed assets schedule
- Petty Cash reconciliation
- PAYE
- Director loan reconciliation
- Pension control
- Mileage

2011 - 2015                      **Director**  
    Lancashire Bookkeeping Ltd

2006 - 2011                      **Self Employed Book Keeper / Sole Trader**  
    GS Bookkeeping Services

- Managed my own business for 6 years before becoming joint Director of my own limited company for 4 years 2011 to 2015
- Managing a diverse portfolio of over 70 businesses
- Bookkeeping duties
- Purchase Ledger
- Sales Ledger
- Bank Reconciliation
- VAT Returns
- Payroll
- Monthly, quarterly and annual accounts
- Liaising with debtors, creditors, HMRC and banks.
- Looked after over 70 businesses across all sectors

2004 to 2006                    **Admin clerk and Bookkeeper for a variety of small businesses**  
Hilton Bowers Associates

1997 to 2003                   **Fabric Designer**  
James Thornber & Sons

- CAD design of upholstery fabric for various furniture retailers including Tetrad, DFS and Sofa Workshop.
- Working with client to obtain a brief, designing the pattern and weave to use on a Jacquard loom and selecting appropriate warp and weft meeting flame retardency and standard run tests.

### Application Software

- Sage
- Tasbooks
- Xero
- QuickBooks
- Microsoft Office: Excel, Word, Outlook
- Clear Books
- Receipt bank
- Drive
- Key time
- IRIS
- Call2field
- Allday Time Manager

### Education

- Studied with the Institute of Chartered Bookkeepers to equivalent Level 3 AAT
- 1989 - 1993 Colne Primet High School. 9 GCSEs including English B & Maths C
- 1993 - 1996 Nelson & Colne College - Fine Art A level grade B, Ceramics A level grade B, Graphics A level grade B

### Hobbies

Volunteering and running the rota for our community run Eco village shop, Volunteering with Hands of Hope charity every Wednesday feeding the homeless. Walking (dog owner), music, VW Campervan touring, running, yoga, Crossfit, family centered activities (mother of two teenage girls)

### **References and Testimonials**

Mrs. Claire Rushton - Previous Colleague & Character Verification

Tel. 07810 121635

Works Office Manager & SHE Coordinator / Forterra Building Products

Leanne Groom- Work and Character Verification

Tel. 07932 667363

Office Manager at John Fallows Accountants Ltd

Mr Paul Woodburn- Work and Charater verification.

Tel: 01772 334738

Owner and Director of Robin Oatridge & Co

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