

# Khalida Sadiq

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An extremely motivated and focussed individual with ten years' experience working in a busy office, being central to finance operations and developing financial procedures. Possess a positive and forward-thinking attitude required to manage a small team and strong analytical skills required to deliver accurate accounting results.

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## Employment

**Peaks and Valley Business Enhancement Ltd, Burnley – Management Accountant** (July 2019-present)

### Key Responsibilities:

- Providing professional accounting services to business clients.
- Ranging from assisting with preparation of financial statements, management accounts, bank reconciliations and VAT Returns.
- Providing accountancy support to businesses remotely, co-ordinating monthly billing with sales team, credit control, review of supplier invoices, resolving supplier queries, processing supplier payments and over-seeing payroll for clients
- Management of intercompany balances and monthly reconciliation
- Visiting clients to provide on-site support
- Assisting with external audit

**Daisy Communications, Nelson – FP&A Analyst/Assistant** (January 2018-April 2019)

### Key Responsibilities:

- Assisting with the preparation of monthly internal reports using forecasting and budgets for analysis and reporting to the executive board
- Preparing ad-hoc reports required by the wider group using in-house reporting tools
- Posting monthly journals at consolidated level
- Maintenance of spreadsheets for preparing monthly reports
- Working closely with other departments to ensure deadlines are met
- Assisting other departments with system issues

**Westholme School, Blackburn – Accounts Controller** (August 2017-October 2017)

### Key Responsibilities:

- Weekly Bank Reconciliations
- Reconciliation of control accounts
- Assisting with Year End Accounts – and reporting findings to the Finance Manager
- Management of the Sales Ledger – issuing sales invoices and processing receipts
- Management of Intercompany accounts
- Income and expenditure analysis
- Reviewing processes to implement the preparation of management accounts
- Providing general accounts support in the finance team

**Wise Move Consulting Ltd, Burnley – Director's Assistant** (March 2012-May 2017)

Initially employed as an Accounts administrator later progressing to the position of Director's assistant within the first year of employment. During this time, I was responsible for managing and reporting financial operations for four companies within the organisation, whilst achieving AAT qualifications in Level 2 and 3.

### **Key Responsibilities:**

- Daily Bank Reconciliations
- Intra-account transfers in sterling and foreign currencies, and managing cash-flow to facilitate supplier payments
- Monthly Management Accounts
- Quarterly VAT Returns
- Reconciliation of control accounts
- Preparation of Year End Accounts – to be finalised by an external accountant
- Development of excel templates bespoke to each company trading pattern
- Assist with the development of databases to improve reporting of financial data
- Reviewing large volumes of data, required to identify and rectify errors in reports generated
- Credit Control
- Payroll and processing wages

### **Other Responsibilities:**

- Making management decisions in the Director's absence, reviewing the company's internal processes, implementing changes to improve internal operations and reporting such changes
- Involved in the recruitment and training of new members
- Supervising a small team to ensure daily processes are achieved
- Reviewing contracts for new clients, whilst retaining existing clients for the subsidiary companies
- Raising sales invoices and processing sales receipts

### **Skills Acquired and Attributes:**

- A high level of integrity, being trustworthy and respectful of confidential information
- Proven ability to motivate and inspire team members to succeed
- Resourceful and have the ability to work alone with minimal supervision
- Confident in liaising with financial professionals, both within and outside an organisation
- Take a meticulous and thorough approach to accounting, producing accurate reports required for both management accounts, and year-end accounts.
- Strong knowledge and experience using accounting packages Sage 50, Sage 200, SIMS/FMS, IBM Cognos, QuickBooks and Xero
- Excellent IT skills using MS Office and other data management tools

### **Education**

Premier Training, Distance Learning (January 2023 till completed)

- AAT Level 4

Home Learning College, Distance Learning (January 2016)

- AAT Level 3

Nelson and Colne College, Nelson (September 2013-June 2014)

- AAT Level 2

University of Central Lancashire, Preston (September 2003-June 2006)

- Life Science Degree BSc (Hons) Herbal medicine (2.2)

### **Additional Information:**

Full UK driving license.

References available upon request.

