

# CARLY FULLARD

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## PERSONAL STATEMENT

I am an assertive and self-motivated individual; I have a sincere affinity with people and am able to express this in an amiable yet professional manner either in person or over the phone; my enthusiasm and confidence are my most apparent characteristics. I am an organised and dedicated person; I enjoy new challenges and solving problems.

I have gained excellent accounts; sales and customer service experience over the course of my career and always strive to be a high achiever.

My customer service skills are excellent and can deal with difficult situations under pressure. I am computer literate and competent with Microsoft Office and various accounting software. I am a fast learner and am willing to undertake any type of training to develop my skills and progress within my career. I would appreciate to be given an opportunity to prove my abilities and become an asset to a good employer.

## WORK EXPERIENCE

### **Financial Controller** - Padiham Glass Ltd – Padiham - December 2021 to Present

Working on Pegasus Opera, full management of purchase ledger, Matching, coding & processing invoices, paying suppliers. Full sales ledger management, manually processing cash sales invoices and importing Account customer invoices, credit control. Bank Reconciliations, including credit card expenses and petty cash. All banking including processing customer card payments, bank payments. Cash management / Budgeting including daily cash flow forecasting, nominal ledger management, posting payroll journals, pre-payments & accruals. Reporting to Finance Director. Accounts up to TB, Budget analysis with commentary, P&L and any reports required.

### **Accounts Office Manager** - Karcher Centre – Colne - September 2019 to March 2020

Sales and purchase ledger, bank reconciliation, credit control, Vat returns (3 separate companies). Using both Sage 50 & Xero  
All office admin and HR Duties.

### **Assistant Accountant** - Temporary Contractor - BAE Systems – Samlesbury - February 2019 to August 2019

Providing temporary assistance to the Senior stock and procurement accountant. Producing reports to aid with month end closure, stock adjustments, providing assistance with deployment of Phoenix system. Cost peg transfers, producing Nrv reports for month end. And general housekeeping.

### **Finance Assistant** – Temporary - Velocity Composites PLC - Burnley October 2018 to February 2019

At Velocity Composites I am helping with processing the back log of purchase invoices (Sage 50), reconciling the bank accounts (£, € & \$), reconciling the sales ledger control account to DAP (In house system for producing invoices) using pivotables and V Look-up Excel), helping with the pre-payments schedule and controlling the accruals list prior to month end. I carry out a small amount of credit control.

### **Finance Ledger Co-ordinator** – Temporary - Orthoplastics Ltd – Bacup - June 2018 to October 2018

At Orthoplastics I am responsible for maintain the cashbooks (£, \$ & €), Posting payments and receipts, processing purchase invoices, paying suppliers, issuing remittances, credit control.

**Accounts Office Manager** - Esse Engineering Ltd - April 2018 to June 2018

left due to not enough workload

Whilst at Esse Engineering Ltd I was responsible for quarterly invoicing of the tenants including invoicing the gas and electricity bills for each tenant, I was responsible for the VAT return (De-Minimis); fixed assets and company vehicles.

**Accounts Assistant** - Ex-Pressed Steel Panels Ltd - June 2016 to April 2018

Quoting, Sales order processing, Sales invoicing, posting payments, Customer Statements, credit control.

Purchase order processing, stock control including setting up BOM's, purchase ledger, sending remittances, supplier payments, and bank reconciliation (Petty cash, UK, Euro, US Dollar, AU dollar accounts and PayPal). I managed all the ledgers and chart of accounts, produced reports including profit & loss and trial balance.

All administration duties including dispatching orders via shipping portals, managing EBay and company website (Word Press), asset Register control, company payroll, VAT return and some HR Duties.

Whilst at Ex-Pressed Steel Panels I set up complete new systems (sage 50) and procedures for all of the above areas and implemented new reports that I had designed myself with sage report designer.

The company was mainly paper based when I started and whilst at Ex-pressed Steel Panels I digitalised almost all of these areas, I implemented procedures that enabled a smoother processes from cradle to grave.

**Accounts Assistant** - Rotherwood Recruitment - February 2016 to June 2016

Various short term temporary roles

**Customer Care Advisor** - Temporary - Delivernet Ltd - September 2015 to February 2016

Taking incoming calls dealing with irate customers, arranging return and collection of incorrect items received, handling high call volumes whilst processing an average of 60 sales orders per day. Arranging carrier deliveries for items that were missing off deliveries, setting up new customer accounts and entering new products on two Separate systems (Epsys & Netsuite); Helping customers access their online accounts.

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**EDUCATION**

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Certificate in Accounting & Finance – AAT – 2011-2012

GCSE's in Math, English, Science, PE and Geography Colne Park High School 1992 to 1996

Certificate in Computerised Payroll – IAB – 2017

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**SKILLS**

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Sage Line 50 (10+ years), Syspro (Less than 1 year), Excel (10+ years), Sage Payroll (2 years), Word (10+ years), Sage 200 (1 year), Netsuite (Less than 1 year), Sage 100 (1 year), Pegasus Opera (2 Years)

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**CERTIFICATIONS AND LICENSES**

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BIIAB Level 2 Award for Personal Licence Holders

AAT (Association of Accounting Technicians) - June 2012 to June 2013

IAB Certificate in computerised payroll using Sage - July 2017 to October 2017