

# Lucinda White-Dunne

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I have over 30 years experience in an accounting environment. I have worked for both large and small companies and have experience in all areas of accounting especially cashbook management, credit control management, budgeting, financial management and general accounting. I currently use Xero Accounting and in the past have used SAAP and Sage.

Industrious Accounts Manager adept in drafting financial reports for stakeholders and managing corporate budgets. I am seeking the opportunity to bring 30 years of experience and knowledge to the role. I am also interested in completing my CIMA and working for a company that will help with my career progression.

I am an excellent team player and love interaction with other members of staff which I currently miss as I work from home.

## Work Experience

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### **ACCOUNTS MANAGER**

Privadia Limited - Preston

January 2018 to Present

I am responsible for the overall accounts processes with the company. Stay Ibiza UK Limited rent out high end Villas in Ibiza, Majorca and Mykinos.

I report all the cashflow, forecasts and budgets on a weekly / monthly and yearly basis. I am responsible for tracking costs in a certain area and providing reports to the Directors on the performance.

The company has been running for 5 years now and I have been involved in setting up processes to ensure the smooth and accurate running of the business and to enable easy reporting in certain areas.

I have supported The Finance Director in improving operations and resolving issues to deliver excellent customer service.

I have monitored multiple databases to keep track of all company inventory.

### **ACCOUNTS ASSISTANT**

Eric Wright Group - Preston

January 2013 to December 2017

This job involved bank reconciliations for 7 companies within the Group, maintaining the cash books, raising invoices and chasing debts.

I was responsible for the month and year end reports for all these companies within the Group.

Maintained account books and accounting systems with accuracy by entering data precisely and proof reading. Analysed financial statements and income statements to review company's financial performance.

Prepared month end closing entries for detailed reporting and record keeping.

Updated and reconciled accounts payable with purchase orders for accuracy.

Organised and maintained financial records for company earning approximately £2 Million annually in net income.

Communicated with vendors and clients to facilitate timely payments.

Delivered an exceptional level of service to each customer by listening to concerns and answering questions.

### **MANAGEMENT ACCOUNTANT**

Autoshield Windscreens - Preston  
September 2008 to January 2013

I was employed as a Management Accountant.

This involved producing reports for the directors, monitoring performance, raising invoices and chasing debts. The company was bought out by the AA and eventually everyone was made redundant.

Monitored multiple databases to keep track of all company inventory.

Delivered an exceptional level of service to each customer by listening to concerns and answering questions. Dealing with Insurance Companies.

### **ACCOUNTS OFFICE SUPERVISOR**

Myerscough College - Preston  
February 2002 to September 2008

I was responsible for over seeing the accounting function within an agricultural college.

This included managing 12 staff.

I was also exclusively responsible for the debt collection for the College and giving financial advice to students. Delivered an exceptional level of service to each customer/student by listening to concerns and answering questions.

Monitored multiple databases to keep track of all company inventory.

Managed team of 12 employees, overseeing the hiring, training, and professional growth of employees.

### **ACCOUNTS MANAGER**

UV Logistics - Preston  
September 1988 to February 2002

I was responsible for managing the Accounts Department within a medium sized company.

This included the payroll and all cash management, budgeting and ordering stock.

The business was owned by my parents and was sold in 2002.

Oversaw daily operations over 300 customer accounts with a combined annual budget of £ 1 million.

Monitored multiple databases to keep track of all company inventory.

Developed actionable improvements for existing processes and presented to management. Prepared reports and financial statements for management.

## Education

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### **Higher National Diploma in Accounting**

Preston College - Preston  
1995

Blackburn College - Blackburn

## Skills

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- Account Management
- Data Entry

- Receptionist