

Eugene Struthers

ACCOUNTS ASSISTANT | BOOKKEEPER | PURCHASE LEDGER

PROFESSIONAL SUMMARY

Detail-oriented and results-driven Bookkeeping/Accounts professional with 10 years of comprehensive experience in maintaining accurate financial records and ensuring compliance with accounting principles.

EDUCATION

Cambridge International College

Accredited by: UKAS / ASIC / EALP

HND Honours: Accounting in Business & Management Level 5

Honours: Bookkeeping & Accounts Level 4

Diploma: Economics & Commerce Level 4

IT SKILLS

Word, Excel, Oracle, SAP, Sun accounts, Sage 50 Accounts 2016, Sage 50 Payroll, QuickBooks, Microsoft Business Central.

Certification

Certificates: Sage 50 Accounts

Certificates: Official SAGE Payroll 1 & 2

CORE FUNCTIONS

- Office management
- Communication
- Record-keeping
- Calendar management
- Financial administration
- Purchase ledger clerk
- Sales ledger clerk
- Credit Control
- Accounts assistant
- Bookkeeper

EXPERTISE

- Administration
- Bookkeeping & Accounts
- Sales & Marketing
- Human Resources

EXPERIENCE

CHEC / NHS - Preston, Lancashire, Accounts Assistant: Purchase ledger 20/03/2023 –

- Maintain Accounts payable and Accounts receivable records
- **Invoice Processing:** Coding, processing invoices, matching to PO
- **Recording payments:** Recording payments in financial system
- **Reconciliations:** Reconcile payments against Bank statements
- **Dealing with Weekly / Monthly payment runs;** BACS & cheque
- **Invoicing Customers;** Creating and issuing invoices to customers
- Processing staff expenses & dealing with petty cash
- **Financial reporting:** Preparing various financial reports
- **Generating statements:** Monthly, quarterly statements
- Assisting the wider finance team: Statement reconciliations
- VAT submissions, debt management & Credit control

Placesforpeople Preston, Lancashire Customer service Advisor 19/09/2022 – 17/02/2023

- Deal with multi-channel enquiries via phone/email for PFP and Castle Rock Edinvar Group
- **Administration:** Admin, Accounts, Customer Service, General enquiries, complaints, disputes
- Customer service: Inbound & Outbound setting up new / managing existing customer accounts,
- **Accounts:** Dealing with metering / Account issues, Setting up the tariffs, Setting up payment plans
- Registering new Gas, Electrical, joinery, roofing etc. repair appointments, liaising with scheduling team - Property Maintenance Department and 3rd party agencies. Registering emergency appointments
- Managing the customer's account tenant balances for rent checks

Scottish Southern Electricity/ OVO Energy Remote Customer Accounts Administrator 11/10/2021 - 16/09/2022

- **Administration:** Admin, Accounts, Customer Service, General enquiries, complaints, disputes
- **Customer service:** Dealing all aspects of Change of Supply & Change of Tenancy for gas & Electricity, insurance or contract
- Registering new applicants on system / processing the setup of Gas & electricity, insurance accounts
- **Accounts:** Dealing with metering / Account issues, Setting up the tariffs, Setting up payment plans
- **Calculating** metering costs, Billing calculations, rebilling, Direct debit, processing payments, refunds
- **Sales:** Proactive selling of Boiler insurance, Broadband & Telephone service, Annual Boiler service, House Hold contents insurance

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KEY SKILLS

- Purchase & Sales ledger
- Management of customer Accounts
- Processing high volume of Nominal & GL supplier invoices
- Matching & Coding invoices
- Reconciliations. Credit control
- Trial balance & Journal
- Financial reporting
- Accounting: Cash & Accrual
- Processing Purchase orders
- Submission of VAT returns
- Budgeting, Costing
- Basic cost accounting
- Weekly/Monthly: BACS cheque
- Processing staff expenses
- Compliance and Regulations

Previous companies I've worked for:

Bookkeeper & Accounts
Sage Publication London
2 Years 4 months

Purchase ledger Tiscali
Central London
3 Years 5 months

Administrative Assistant
Agilent Technologies / Hewlett Packard
9 months

Purchase ledger assistant
Adidas International
2 Years 4 months

LTR Property Management Kirkham, Lancashire **Accounts Administrator** 01/01/2020 – 08/10/2021

- Management of database & financial information & reports
- Dealing with queries via the phone or by email
- Support budgeting & bookkeeping procedures
- Liaising with suppliers and contractors
- Assisting other departments: Finance and HR, Sales
- Handle technical issues, scheduling appointments
- Resolve administration problems
- **Business & Office Administration** duties: Admin, Accounts, Customer Service, General enquiries, complaints, disputes, refunds
- **Marketing:** Proactive marketing of rental properties.

E.on Energy Solutions Ltd, Bolton, **Customer Administrator** - 10/12/2018 – 20/12/2019

- Inbound & Outbound setting up new / managing existing customer accounts
- Managing the customer's account & dealing with administration
- Setting up accounts, credit checks, billing, and technical issues
- Closure and takeover of other energy supplier accounts
- Assisting other departments: Finance and HR, Sales
- Taking and processing payments, dealing with billing account issues
- Processing the whole Home move process Gas/Electricity
- **Business & Office Administration** duties: Admin, Accounts, Customer Service, General enquiries, complaints, disputes, refunds
- Proactive **Sales & Marketing** of new boilers.

References available upon request