

KIRSTY EMMERSON

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SUMMARY

I have over 30 years of working experience of which most of these years are accounts based which include, sales and purchase ledgers, bank reconciliation's, knowledge of sage accounting and credit control including year-end processes and vat returns. This is an overall view whereby I do also understand profit and loss accounts and balance sheets.

I also have a number of years of experience managing staff and being involved in personnel which included return to work interviews after sickness. Disciplinary meetings which I have chaired and also been the person to take minutes.

My values are, honesty, respect for myself and others and to remain open and transparent. I am a very honest trustworthy person who is hard working, very approachable and willing to learn. I am also very organised person and cannot work in chaos. I like a structure to my working day.

QUALIFICATIONS

I have a level 4 diploma in accounting to which I am a member of the Association of Accounting Technicians (MAAT)
Fully trained in SageLine50

Good knowledge of SAPB1

Good understanding and knowledge of Excel

Ability to use Microsoft outlook.

I have completed a Leadership in Care Development Programme which was specially bespoke to Springhill Care Group

EXPERIENCE

March 2018 – Current Pillbox 38 UK Ltd T/A Totally Wicked Ltd, The Old Fire Station, 2A Manchester Road, Accrington, Lancashire, BB5 2BH – Accounts Assistant

My current role is part of an accounts team of 8 which includes our finance manager and financial controller, it is extremely fast paced dealing with sales and purchase ledger for the whole group including the Germany site. The company at the moment has over 80 corporate stores throughout the UK including franchise stores and the Euro Garages. My main area of work is the purchase side of the accounts, raising purchase orders, tying up purchase invoice's to delivery notes crossing checking against signed purchase orders, process on the system which is SAP1, ready for checking month end with supplier statements before the payment run. I make any purchases requested by managers which may include payment by credit card or proforma bank transfers, I also get involved with booking of flights, hotels, car hire and anything else for a managers trip. I have a certain amount of access on the company's bank to add payments ready for approval.

The computer system used is SAP1, this is more of a stock base system rather than an accounting system, however the principles of an accounting package are the same. I also deal with any new store openings with preparation of all the purchase orders from an approved budget, once purchase orders are signed certain orders are to be placed and paid for to arrange delivery within the deadlines for new store openings.

Daily sales from each store are reported into the accounts office, this information is then collated onto a spreadsheet, reconciled with the actual takings from another system any discrepancies must be dealt with straight away and reported. Other sales are taken from logging onto certain web sites to obtain the figures. Once the sheet is complete

and reconciled this is forwarded to all directors and our CEO.

September 2016 – March 2018 Mayflower Pacific Holdings Ltd, Unit 12a Metcalf Drive, Altham Industrial Estate, Accrington, Lancashire, BB5 5TU – Finance Controller

Mayflower Pacific Holdings Ltd is a holding company for 3 engineering companies that trade as a family of companies. I look after all aspects of the 4 companies finances using Sage Accounts to record all sales, purchases, cash payments and receipts, bank reconciliations, vat returns, closely manage debtors and creditors and working towards producing timely monthly management accounts. The family of companies is a new venture for all and they are engineering companies that trade individually as separate Limited entities. Welding and Fabricators, Manufacture of Industrial Drying Machines and Manufacture of Bespoke Mattress Making Machines and Conveyors.

I also take care of gathering the weekly worked hours to forward to our external payroll bureau for the wages to be processed. I do manage the payment of the wages on our internet banking along with any payments that are authorised. I closely manage the cash flow on a daily basis and also manage a system that is used for financing and again manage this to enter our sales invoices and draw down cash as and when needed.

Due to the new formation of these growing companies systems are still work in progress. Through our first year I have organised the export of an industrial drying machine to be shipped to Switzerland which needed to be exported in 5 artic wagons with careful planning for each trailer to arrive consecutively and in the correct order. I also arranged flights, accommodation, transport and correct working documentation for engineers to go to site in Switzerland to install the machine they had spent 9 – 12 months manufacturing.

I also carry out general office/admin duties alongside answering the telephone, meeting and greeting all visitors to our offices.

April 2012 – May 2016 Springhill Care Home, Fairfield Street, Accrington, Lancashire, BB5 0LD

BUSINESS MANAGER

At Springhill one of my main roles was to help maintain full occupancy of the home. Manage/oversee the enquiries, support the admin team to follow up enquiries, discuss funding and arrange assessments by our clinical team. I liaised with funding bodies to agree funding is approved and in place, prepare costing proposals where necessary. All details were updated on to our electronic system 'Caresys' and sales invoices were raised from the system. I dealt with funding changes and updated the electronic system so sales invoices were correct and reconciled with the payment. I prepared costing proposals when required.

I prepared the individual contracts for residents/relatives for their stay at Springhill whether this was permanent or short stay.

Chase debts with individuals, social services and the clinical commissioning groups recording all details onto the Caresys system so this could be followed by colleagues who used the system.

Finalise weekly reports to be ready within a time line to be sent to managing director and financial controller.

I was involved and over seen staff rota's, making sure there was enough staff on duty at any one time with correct staffing levels and redeployed staff around the care home as and when needed.

Within my role as part of the management team I built up working relationships with the staff and gained a certain amount of respect. From this, certain staff members will come to me for guidance, support or just to off load. I feel I am a fair but firm manager who is very approachable.

February 2010 – February 2012 – BMS Critical Care Ltd, Unit B, Hurstwood Court, Mercer Way, Blackburn, Lancashire
BB1 2QU – Accounts Manager

I was responsible for producing 2 sets of financial accounts, 1 for BMS Critical Care and the 2nd for the sister company Transpack Medical Ltd. The accounts were produced on 'SageLine50'. Both companies were situated in one building. Transpack packaged medical equipment by way of specialist clean room and BMS sold medical equipment.

I entered purchase invoices, monthly journal entries to produce monthly accounts. Profit and Loss, Balance Sheets was produced on a DOS based system. This system was used due to the company needing to track the sale of each product. I made bank payments via online banking. Payroll information was gathered however produced and paid by external payroll company.

I supported each director with any HR issues including disciplinary and dismissals.

June 2005 – January 2010 – Security Manufacturing Ltd, Falcon Court, Petre Road, Clayton-Le-Moors, Lancashire – Finance Manager

My main role as finance manager was to prepare a monthly set of accounts being profit and loss and balance sheet. I entered most of the data onto a 'Sage Line 50' accounting package to prepare the monthly accounts working on purchase ledger, sales ledger, quarterly vat returns and EDSL returns as well as monitoring cash flows. SML (short for Security Manufacturing Ltd) is a Taiwanese owned company to which all data had to be carefully prepared and submitted in a set deadline. I did credit control and managed our customers to keep them within their agreed credit limit. I worked closely with the general manager overseeing the customer's database and monitoring closely accounts. Kept a check on sales representatives claim forms making sure all relevant receipts reconciled with the claim.

February 1999 – May 2005 – Springboard Business Support Ltd (Part of the Springhill Group), 11 Cannon Street, Carrington, Lancashire, BB5 1NJ – Senior Accounts Administrator

My role at Springboard was to prepare several sets of accounts. The Springhill Group has many divisions under the group which all trade separately. The system used was 'Sage Line50' to which purchase invoices, wage journals, cash receipts, cash payments were entered to which the accounts were prepared from. Excel spreadsheets were also used to help prepare information needed to enter onto Sage.

I prepared payment runs including having access to the bank line to make the payments. Also making sure wages for all divisions/departments were entered onto the bank line and paid in a timely manner.

June 1997 – January 1999 – Libberton's Butchers Ltd, Brown Street, Accrington, Lancashire, BB5 0JW – Finance Manager (Part Time)

I worked alongside my husband at the time who was a co-director. My main role was to prepare the accounts ready for the external company accountant. Some of the accounts were manual via ledger and cash books and some computerised entering sales orders and purchase orders. The computerised system was a DOS based system. I also managed customer accounts and controlled their credit limits some of which were large brewery accounts.

May 1991 – February 1997 – The Bubble Factory, Moscow Mill Street, Oswaldtwistle, Accrington, Lancashire, BB5 3DF
- Office Junior – Accounts Administrator

I started at The Bubble Factory as an office junior, learning to answer the telephone dealing with all customers. Main duties were taking orders, manually typing on an electronic typewriter, preparing the orders ready for loading onto the van, filing, and general office duties. I also tried some on the road sales and calling into businesses along with delivering.

My role developed and as the business grew and there was a higher need for some accounts admin I learnt purchase ledger, entering the purchase invoices on to a DOS based system. I also brought up to date purchase ledger journal books, cash books and reconciling and preparation of manual bank reconciliations.

As The Bubble Factory developed and opened its doors to retail I was involved with balancing the cash tills against the till roles which grew to 9 tills per day if all were used. All the cash had to be counted, balanced and recorded ready in a certain way to be collected by the external Securicor service,

I also helped serving of customers and stock taking.

April 1990 – May 1991 – Norths Dry Cleaners, Whalley Road, Accrington, Lancashire – Shop Assistant

Main duties were customer service on the front desk, dealing with cash on a daily basis. I also assisted with end of day cashing up and balancing the till.

EDUCATION

2005 – Blackburn College - City & Guilds level 4 – Association of Accounting Technicians (MAAT)

1985-1990 Rhyddings High School – 6 GCSE's including mathematics and English literature

INTERESTS

I like to spend time with my family. Being outdoors in the fresh air is something I love doing especially being at my caravan near the sea. Being at the caravan is time away from home and the normal day to day routine. Walking is also a favourite past time of mine.

My family and close friends are very important to me and I like to spend my time with them catching up and socialising.

ADDITIONAL INFORMATION

Hold a full current driving license

Convictions – None

REFERENCES

Ms Spiwe Munzara, Financial Controller, Totally Wicked Ltd Group, T: 01254 692244 (not to be contacted unless a position is offered)

Mr Mick Summers, Managing Director, Altham Fabrications Ltd, T: 01282 479921

Mr. Curtis Bennett, General Manager, Springhill Care Home, T: 01254 381719