

# 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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## ACCOUNTS ASSISTANT | BOOKKEEPER | PURCHASE LEDGER

### 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**