

# Rebekah Varley

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## Summary

I am an organised, administrative professional with hands-on experience supporting business areas such as accounting, database management, sales, customer service and human resources. I am a collaborative team player with strong communication, decision-making and time management abilities.

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## Experience

### **ACCOUNTS OFFICE MANAGER** 04/2022 - Current

**Ashley Engineering**, Oswaldtwistle, Lancashire

Oversaw day-to-day office operations such as organising correspondence, managing incoming calls, emails and mail efficiently and promptly, and creating business records.

Oversaw effective file management to keep office records and staff personnel files up-to-date.

Managed smooth HR process for new starters, setting up on sage payroll and in house database, and issuing contracts and relevant paperwork to make easy transition into company.

Ordering of stationery and office equipment

Plan any parties or celebrations (Annual Christmas Party)

Reconciling of supplier statements

Supplier payment runs

Processing weekly payroll using Sage Payroll and dealing with any discrepancies or queries

Processing sick notes, maternity/paternity pay

Processing of pensions and entering details onto pension report

DEA deductions - calculating, processing and paying

Compiling and maintaining paper, digital and electronic employee records, including *holiday* and sickness leaves

Compiling and maintaining paper, digital and electronic employee records, including holiday and sickness leaves

Advertising jobs, conducting interviews, issuing offers of employment etc

Scheduling meetings and appointments within the office

Minute taking at meetings, then ensuring all meeting participants have a copy of the minutes when written up.

Raising & processing purchase orders

Matching GRN's to purchase orders, then to supplier invoice

Inputting and processing of purchase invoices

Sending customer statements monthly and by request

Liaising with external employment law specialists regarding any HR issues

Updating and maintaining customer/supplier records

Creating and issuing any correspondence to relevant parties (customer, supplier etc) such as price increase letters

Managing the company's social media accounts such as Facebook and Instagram

Chasing any overdue invoices accounts

Bank reconciliation

Maintained petty cash for ad-hoc business expenses.

### **MERCHANDISING ADMINISTRATOR** 04/2021 - 01/2022

**Studio Retail (Agency)**, Work from Home, Lancashire

**\*\*Fled domestic violence - relocated back home from Liverpool to Lancashire\*\***

Update weekly and daily sales for the Assistant Merchandiser using MS Excel  
Help to prepare Trade Reports on a Monday, checking data is accurate  
Review weekly best and worst  
Manage the critical path with the buying team  
Intake management - accurate management of the delivery schedule, ensuring delivery dates are met by brands and communicating any short shipments, late deliveries and cancellations to the Merchandising team and the wider business  
Ensuring new line ranging and allocations are actioned accurately and in a timely manner in line with agreed launch dates  
Manage shipments coming into the warehouse  
Ensure accurate information is logged onto the systems  
Raise accurate purchase orders for any new or repeat orders

**ACCOUNTS ADMINISTRATOR/FINANCE MANAGER 04/2019 - 04/2020**

**Transbelt**, Liverpool, Merseyside

Processing all invoices and entering onto SAGE  
Utilising BACS for payment of suppliers  
Reconciling bank accounts and verifying bank balances on a general ledger  
Assisting with the preparation of VAT returns  
Executing all month end and year end accounting procedures  
Executing monthly payroll duties  
Answering the telephone and taking messages when other members of staff are unavailable

**SALES LEDGER CLERK (TEMP ROLE ) 09/2018 - 02/2019**

**Brodex Trident**, Formby, Merseyside

Processing invoices using Sage 50  
Processing card payments  
Sending customer statements  
Liaising with customers and suppliers  
Matching invoices to purchase orders, and filing  
Assisting the financial accountant with any day to day accounting duties  
Entering and processing purchase orders  
Responding to enquiries via email and telephone  
Creating and maintaining records on SAGE  
Processing staff expenses including fuel  
Entering cheque information onto spreadsheet (MS Excel)  
Liaising with account managers, then matching quotations up with job worksheets once job is completed  
Assisting with month end duties

**BUSINESS ADMINISTRATION APPRENTICE 07/2017 - 02/2018**

**Option Hygiene**, Nelson, Lancashire

Processing sales orders using Sage 50 Accounts  
Processing invoices using SAGE  
Scanning and photocopying documents  
Taking orders over the phone, by email, by fax, online  
Entering and processing purchase orders  
Despatching web orders  
Booking couriers and ensuring web orders are delivered promptly  
Matching purchase orders with delivery notes  
Liaising with customers and suppliers  
Filing invoices and delivery notes  
Assisting the office manager, colleagues and directors as and when required

Answering the phone and dealing with queries  
Offering refreshments to visitors/customers  
Processing card payments

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<b>Skills</b>	<ul style="list-style-type: none"><li>• Invoicing and billing</li><li>• File and data retrieval systems</li><li>• Proposal writing</li><li>• Report writing</li></ul>	<ul style="list-style-type: none"><li>• Accounts payable and receivable</li><li>• Banking operations</li><li>• Data entry</li><li>• Prioritisation</li></ul>	<ul style="list-style-type: none"><li>• Reception management</li><li>• Scheduling and calendar management</li><li>• 5+ years SAGE 50 Accounts experience</li><li>• All MS Applications</li></ul>
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<b>Education</b>	<p><b>GCSEs, English Language</b> <b>Blessed Trinity RC College, Burnley, LAN</b></p> <ul style="list-style-type: none"><li>• GCSE English Language - 5/B</li><li>• Mathematics - 5/B</li><li>• Health and Social Care Double Award - BB</li></ul>
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