

**Matthew Nombela**

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**Nationality:** Dual British and South African

**Driving license:** Yes

A highly enthusiastic individual who has a strong work ethic, who is eager to learn with a pleasant disposition and looking to further his career. Over 5 years' experience of working in a financial service centre in the account payable department, and recently in as a Finance assistant.

Key skills developed over this period but not limited to:

**Organisation and Time management**

Over the past twelve months I have been entrusted with managing the transactional activities for the in-house contractor all the way through to payment. This also included administering and recording; credit card, bank and intercompany transactions, along with ledger and bank reconciliations. As the first point of contact, external and internal stakeholder queries are managed solely by me.

**Customer Service**

As the main point of contact for external and internal stakeholder, I consistently received satisfactory feedback from the business and vendors over the past sixteen months. This standard was also shown in my previous role as an accounts payable administrator which I held for twenty nine months.

Working with existing protocol and procedures, reviewing the progress being made through conversation with customers and regularly seeking to improve customer experience.

**Employment History****Far East Consortium****Finance Assistant – Mar 22 – Present**

- Solely overseeing and managing vendor accounts for the in house contractor and SPV's for some or the developments all the way through to payment,
- Ensuring purchase ledger is reconciled and all invoices are posted with correct information,
- Ensuring the correct CIS deduction are made and providing certificate for deductions,
- Investigating any discrepancies on invoices through to resolution,
- Regularly updating bank transactions along with intercompany transactions ensuring they're always up to date for reporting,
- Bank reconciliation carried out for three bank accounts and resolving any unallocated cash transaction that mainly came from direct debits,
- In preparation for half year end, I moved 6 months' worth of payable and receivable records on to a new ERP system in three weeks for the in-house subcontractor on top of my daily duties,
- Monthly VAT returns completed for one of the SPV's.

**Kier Group PLC****Payment's Administrator - June 21 – Mar 22**

- Investigation of unallocated cash items and allocating correctly on the ledger,
- Working closely with the treasury team to resolve bank statement entries that cannot be reconciled,
- Investigating and allocating intercompany invoices and credits to assist with the period-end duties.

**Accounts Payable Administrator - Dec 18 – May 21**

- Managing a Top 15 account for two years, taking it from a problem supplier account to an account that did not place Kier on stop for FY20 and FY21, furthermore during this period the rebates were paid on time to Kier all thanks to account being in good place,
- Another achievement in this role was building and fostering relationships between the businesses and the suppliers I managed, by having monthly and with some suppliers' weekly conference calls with the commercial business.
- Other main responsibilities were general purchase ledger maintenance, resolving debit balances on the ledgers, posting internal adjustments and processing of corrections and credits. • Adapting to the changes that working from home brought I continued to maintain a high-volume output in the number of queries I managed to resolve,

**Invoice Processing - Jan 17 – Dec 18**

- Processing 100+ of supplier invoices, credit notes and various sub-contractor documentation on to oracle,
- Trained to use Oracle over a space of two months and shortly after that period I was selected to be a trainer for new user in release two,
- Assisting with integrating new businesses and colleagues in the business to the financial service centre and the oracle system,
- Planning and delivering oracle training courses for new staff members in the invoice processing and accounts payable team on the on systems and processes for the finance service centre,

**Balfour Beatty****Gas Installation Planning Administrator - Nov 16 – Dec 16**

- Arranging roadwork permits for domestic gas line installation on behalf of the National. Booking dates with the customers for the installation and resolving queries for the customer and engineers

**North West Ostomy Supplies Warehouse Administrator - Sep 16 - Oct 16****ArrowXL Client and Customer experience administrator - Aug 15 - Aug 16****Anilox Blast Cleaning Contractor - Jul 12 - May 15****Republic Part time Sales Assistant - Nov 08 - Jun 12****McDonalds Shift Manager - Jun 04 - Aug 08****Volunteering****Junior Rugby coach Eccles RFC – 2013 - 2019**

Targets were: to facilitate the transition from mini's rugby to junior rugby, recruit more players and build a squad that will fulfil all fixtures throughout the season and to consistently improve rugby skills as they get ready for senior rugby

**Treasury assistant. Eccles RFC - 2020 – 2022** The role mainly consists of bank reconciliations, data input into Sage, raising and chasing invoices.

**Education and Qualification****Manchester Metropolitan University - 2010 - 2013**

BA (Hons) Business Management (2:2 grade)

South Trafford College - 2008 - 2009) Access to Higher Education in Business Studies.

**Further Education**

ACCA Exams completed; F5, F6, F9