

SHIRLEY WHITTLE

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PERSONAL PROFILE

In employment and achieving my qualifications (1st Hon. Degree in Accounts & Finance & Level 4 AAT) I have proven myself to be an organised and efficient worker with high level attention to detail. With many years of experience in Accounting/Finance Administration, I have gained an extensive and comprehensive skills set and knowledge base. (Sales & Purchase Ledger, Payroll Banking, cashflow & P&L, Reporting, VAT PAYE. etc) As a self-motivated individual I possess a positive 'can do' attitude. I have integrity and an excellent work ethic. While I thrive in autonomous roles, I am also an effective and experienced team worker who can fit easily into any team dynamic.

KEY SKILLS

- Extensive Accounting/Finance Admin Experience
- Effective written and verbal communicator
- Comprehensive Skills & Knowledge
- 1st Class Accounting Degree & AAT Qualifications
- Excellent ICT skills including Sage & Microsoft Office
- Personable and easy to get along with

CAREER HISTORY

Red Hall Hotel - Bury

2013 – Present 4.5 days - Accounts

Manager - Comprehensive Accounting duties

- Sage 50 Accounts & Sage Payroll
- Purchase & Sales Ledger
- Payroll. Set up, Leavers & Pension
- Credit Control
- Bank Reconciliation
- Data/Journal Entry
- Supplier/Customer Query Resolution
- Purchasing
- Liaison with HMRC, Suppliers & Debtors via Telephone, Email & Letter
- Microsoft Office & Excel
- Financial Analysis and Reporting
- Supplier Bank Payments BACs, SO
- Statement Reconciliation
- Banking & Petty Cash
- VAT & PAYE
- Creation & Maintenance of Excel Reports
- Sales Reconciliation

Self Employed

2005 - Present

Book Keeper – Providing accounting service to clients

- Reconciliation of Income & Expenses
- Reconciliation of Weekly Cash Sheets
- Provide expenses and Sales statements
- Reconciliation of Bank Accounts
- Use of Microsoft Office
- Financial Analysis and Reporting
- File Maintenance
- PDQ Reconciliation
- Processing Payments via cheque, BACS
- Processing & Submittance of HMRC Self Assessment Accounts

A. G. Barr (Soft Drinks) Plc

1992 - 2004

Various part-time Posts held - Accounts Clerk & Cashier & Load & Delivery Planning Asst

- Purchase & Sales Ledgers.
 - Purchasing
 - Processing Payments via BACS
 - Coding Invoices
 - Problem Solving.
 - Use of all MSs Office
 - Financial Analysis and Reporting using Excel
 - Budget Preparation, Monitoring and Analysis.
 - Counting, Recording & Banking Cash
 - Liaising with Customers and Suppliers via Telephone, Email and Letter
 - IT Project Secondment

EDUCATION / QUALIFICATIONS

University of Northumbria

B. A. (Hons) Accounting & Finance 1st Class Qualified - 2008

Manchester College - Manchester

AAT Level 4 Qualified - 2006

AAT Level 3 Qualified - 2005

HNC Computing (Business IT) Completed 1st Year only

Computer Platforms Distinction - 2000

Data Analysis & Database Design Distinction - 2000

Systems Analysis Merit - 2000 Software

Construction & Tools Merit - 2000 Computing

Solutions Merit - 2000

Additional Information: After a recent house move, I am working on home improvements, I enjoy DIY or rather seeing the end results! I am also enjoying the outdoors and love walking our dog. Once I'm more settled, I hope to again find a volunteering opportunity with a suitable local community group (I volunteered for a community group for 5 years where I used to live). When I have the time I enjoy reading murder mysteries.

References : Excellent References are of course assured and available on request.