

Teresa Pownall

A highly motivated and hardworking individual who excels in establishing excellent accounting practices and good working relationships with customers, employees. Currently seeking a new challenge which will utilize her meticulous attention to detail and friendly professional manner.

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 Buckshaw Village, Chorley,
Lancashire PR7

WORK HISTORY

February 2022 to Current

Assistant Management Accountant

Talent Technology Services, Chorley, Lancashire

- Preparing month-end files in readiness for the month-end process
- Working with the Management Accountant on month end process and ensure deadlines are achieved to support group reporting requirements
- Completing variance and trend analysis for company results by site
- Preparation and posting of accrual and prepayment journals
- Weekly direct labour payroll processing
- Any other tasks assigned

January 2021 to January 2022

Assistant Accountant (Contract)

Matrix Cleaning Systems Ltd, Leyland, Lancashire

- Responsible for generating and sending sales invoices to customers.
- Raising bank transfers to members and intercompany.
- Reviewing and reconciling bank transactions.
- Preparation of weekly cashflows.
- General accounts administration, including monitoring and reporting
- Assist with preparation of VAT returns.
- Assist in month-end and year-end closing procedures including reconciliation of nominal accounts and preparing and posting monthly journals for items such as recharges and recodes.

EDUCATION

August 2020 - Current

Part Qualified

ACCA

2013

Level 3

AAT Accounting & Finance Qualification

2000

**Bachelor of Science Architecture
Jilin Architecture & Civil Engineering University, China**

SKILLS

- Proficient in Sage accounting & banking software
- Competent Microsoft Office User (Excel, Word etc)
- Positive outlook and attitude
- Solid team-working skills
- Ability to work well under pressure
- Excellent problem-solving ability
- Flexible approach to working and willingness to take on more responsibilities as needed
- International working experience
- Fluent Chinese language

November 2019 to December 2020

Treasury Operation Analyst (Contract)

Bank of New York Mellon, Manchester

- Responsible for validation of high-value transactions recorded by the treasury department
- Processing of client payment via SWIFT, CHAPS, BACS in an accurate and timely manner
- Updating the confirmation status on the confirmations matching system
- Confirmation of details of the trade to be performed to deadlines with external counterparts
- Performing general support of clients and internal stakeholders for financial trading activities

March 2018 to October 2019

Accounts Assistant

Lookers Volkswagen Preston, Preston

- Processing BACS and CHAPS payment for all 8 stores in 6 cities
- Matching, checking and coding high volumes of invoices
- Responsible for daily banking and monthly petty cash
- Responsible for bank reconciliations
- Processing staff expenses
- Payroll experience

May 2010 to May 2018

International Purchasing Manager

Webex Supply Chain Ltd, Chorley

- Maintained operational focus with emphasis on customer service and day-to-day issue resolution
- Established and maintained effective relationships with key customers
- Effectively communicated progress, issues and outcomes to multiple stakeholders across the team and customer base. Utilized tools such as online search engines, procurement networks, diverse supplier networks
- Monitored project quotes, communicated with Suppliers, analysed bids and communicated final cost to brand partners
- Created, maintained and distributed financial reports

May 2003 to March 2006

General Manager

JiLin Province YaYuan Building & Decoration Company,
ChangChun, China

- Supervised other employees, which required scheduling of staff, recruitment and disciplinary matters
- Developed and maintained Departmental budgets
- Approved all spending for Department
- Assisted in Marketing and Public Relations activities for the Company
- Reviewed financial reports to determine profitability and areas of potential improvement
- Maintained a positive outlook and attitude about the organisation and its goals

August 2000 to April 2003

Secretary Of Chairman

XingxingYu Group Co. Ltd., ChangChun, China

- Provided personal support to enable the company Chairman to complete his busy professional schedule
- Responsible for whole trading group's business advertising
- Managed the diary of the Chairman and worked with the office team to plan and review changes
- Acted as the first point of contact for the Executive Chair's office and ensured that he was represented in a courteous and professional manner, fielding and shielding calls as appropriate
- Drafted correspondence and took audio dictations, responded to correspondence and enquiries