

JACKIE ANN TRAIN

9 Alder Grove
Coppull
Chorley
Lancashire
PR7 4QL

07910 253580

PERSONAL PROFILE

I have several years of experience within an accounts environment and have proven knowledge in most account's procedures. I have experience of computerised systems such as Sage 50, 100, SAP, Opera, and Open Accounts. I consider myself to have a flexible approach and I am confident in my own ability to work hard and achieve targets. I am always looking for new challenges and opportunities to learn new skills and take on responsibilities. I am well organised, methodical, can prioritise my workload and work well under pressure to meet deadlines. I am sociable and outgoing and have been a member of several Netball clubs over the years as both a player and coach. I have excellent communication skills and feel comfortable building relationships with people of all ages.

EXPERIENCE & SKILLS

Matching Delivery Notes to Invoices.
Coding Invoices to Departments and Cost Centres
Posting of Invoices
Producing Reports to Identify Project Costs
Liaising with Senior Buyers and Management to resolve queries
Ensuring prompt payments to Suppliers
Running Bacs and Cheque payment schedules to Suppliers
Reconciling Supplier Statements
Processing Sales Invoices
Approving Credit Limits for new Customers
Credit Control Procedures
Reducing Debtor days and maintaining on a monthly basis
Monitoring cash flow and ensuring revenue targets are met
Reconciling Bank Statements
Reconciling Petty Cash
Preparing Wages
Purchase, Sales and Nominal postings
Producing Accounts to trial balance
Providing a Customer Service role at all times

Career History

T.C.S Ltd Wigan
Part Time Purchase Ledger Clerk
From Aug, 23 to Present
Delivery Notes, Matching to Invoices, Processing
Invoices, Reconciling Statements
Sage Line 50

THE VENDING PEOPLE LTD LEEDS/TAVERN SNACKS (RELOCATED TO LANCASHIRE)
Part Time Purchase Ledger Assistant
From April 2023 to Aug 2023
Scanning Delivery Notes, Processing Invoices.
Posting Payments, Reconciling Accounts
Access and Sage 50 systems

CORAL TOOLS LIMITED
Finance Assistant
From April, 2022 to Feb, 2023
Ebay, Paypal & Bank Reconciliations,
Credit Control, Purchase Ledger,
Petty Cash, Journals. SAP System

LPA LIGHTING SYSTEMS
Accounts Assistant
From Oct, 2021 to Jan, 2022
Purchase, Sales and Nominal Ledgers, Wages,
Bank Reconciliations, Credit Control, Postings of payments
Sage Line 200

WALKER & SMITH LTD
6 MONTH CONTRACT
Bookkeeper
From Feb, 21 to Aug, 2021
Purchase, Sales and Nominal Ledgers, Wages,
Bank Reconciliations, Credit Card Reconciliations,
Profit and Loss Accounts, Month End Procedures
Sage Line 50

SOPRA STERIA (NHS)
TEMP AGENCY
Full Time Receipting Team Member
From Nov, 2020 to Dec, 2020
Goods receipting all income for NHS
On Opera, Reconciling Accounts.

HAMUEL REICHENBACHER BIRSTALL
Part Time Accounts Assistant
From Nov, 2019 to August, 2020 Redundancy
Purchase Ledger, Sales Ledger, Nominal
Ledger, Bank Statement Reconciliation, Credit Card
Reconciliation, Month End Procedures on Sage Line 50

HAMUEL REICHENBACHER DEWSBURY
TEMP ASSIGNMENT
Part Time Accounts Assistant
From April 2019 to Nov, 2019
Purchase Ledger, Sales Ledger, Nominal
Ledger, Bank Statement Reconciliation, Credit Card
Reconciliation, Month End Procedures on Sage Line 50

WESCO AIRCRAFT CLECKHEATON
TEMP ASSIGNMENT
Part Time Accounts Payable Assistant
From April, 2019 to June, 19
Processing of Purchase Invoices.

TOGETHER HOUSING GROUP (WAKEFIELD) LTD
Employed as Payables Officer
From July, 2013 to Feb, 2019
Duties:- Bacs Payment runs, One off payments for sundries i.e. Pensions. Inland revenue, Solicitors, Rent Refunds, Direct Debit Postings, Cash Book Journals, Reconciling Bank Statements for month end procedures. Processing some Invoices and matching to Orders. Resolving supplier queries. Petty Cash and Barclay card reconciliations.

HUGHES TV & AUDIO (LOWESTOFT) LTD
Employed as Accounts Assistant
From May, 2012 to July, 2013 (relocated back to Wakefield)
Duties:- Controlling own part of Purchase Ledger. Logging invoices and matching to orders, reconciling supplier statements, coding invoices to departments and cost centres, preparing payment runs, dealing with queries,

VARIOUS TEMP POSITIONS
Employed as Bookkeeper/Accounts/Credit Control
From Jan, 2011 to May, 2012

EVERYTHING OFFICE LOWESTOFT LTD
Employed as Credit Controller
From June 2009 to December, 2010
Duties:- Approving Credit Limits for New Customers, Chasing payment, reducing Debtor days and maintaining on a monthly basis, Processing Sales Invoices. Monitoring cash flow and ensuring revenue targets are met.

TEMP POSITION AS A CARER (Whilst waiting for a permanent role)
From Feb, 2009 to June, 2009

SUPERSINE DURAMARK (LOWESTOFT) LTD

Employed as a Credit Controller

From Jan, 2006 to Feb, 2009 (Redundancy)

Duties:- Approving credit limits for New Customers, chasing payment, reducing debtor days and maintaining on a monthly basis, processing sales invoices, Preparing court paperwork for non-payment of invoices.

AKD ENGINEERING (LOWESTOFT)LTD

Employed as Bookkeeper

From Jan, 2005 to Jan, 2006

Duties:- Maintaining Purchase Ledger, Sales Ledger and nominal ledgers, Preparing VAT returns, Reconciling petty cash, Preparing Wages, Producing reports to identify Project Costs, liaising with Senior Buyers and Management to resolve queries, producing accounts to trial balance.

A.W. LUMB BUILDERS MERCHANTS (WAKEFIELD)

Employed as Credit Controller

From Oct 2003 to June, 2004 (relocated to Lowestoft)

Duties:- Chasing payment, Producing Sales Invoices, posting payments, resolving queries, reducing debtor days and maintaining.

A.F.I. AERIAL PLATFORMS (WAKEFIELD)

Employed as Office Manager/Credit Controller

From Sept, 2001 to March, 2003

Duties:- Supervising two staff, Chasing payment, Approving credit limits for New Customers, Liaising with Colleagues/Reps on queries from sites so payments can be made quickly. Reducing debtor days.

ASHTEAD PLANT HIRE (BIRSTALL)

Employed as Hire Desk Controller

From June, 1999 to Aug, 2001

Duties:- Hire desk duties, providing customers with Plant Hire on sites and ensuring they are invoiced correctly in line with on hire and off hire dates. Liaising with site personnel on any issues and resolving.