

JACKIE ANN TRAIN

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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.

ASHTREAD 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.