**Accounts Assistant CV**

Professional Profile

I am a highly motivated, resourceful and recently AAT certified Accounts Assistant with recent experience in credit control, and purchase and sales ledgers acquired within fast-paced commercial environments. I am skilled in utilising my advanced communication and interpersonal skills to successfully establish and maintain relationships with colleagues and customers. I pride myself on my exceptional organisational ability and I can effectively manage my time to meet multiple responsibilities simultaneously. Attentive to detail, with a logical and analytical approach, I am accustomed to solving problems and issues. I am a proactive and dedicated individual with a solid employment history spanning a decade and I am now keen to play a vital role in financial decision-making and add significant value to a business, ideally within the motor industry.

Key Skills

|  |  |  |
| --- | --- | --- |
| Supplier Reconciliations  | Invoices  | Ability to Learn New Systems  |
| SAGE Line 50  | Sales & Purchase Ledger | Excellent Communication |
| Customer Service  | Excellent IT Knowledge  | Results- Orientated  |
| Exceptional Administrative Skills  | Credit Control | Double Entry Bookkeeping  |
| Monitoring Performance & KPIs  | Business to Business  | Financial Reporting  |

Career Summary

**December 2019-Present | Accounts Assistant | London Motor and Truck Maintenance**

*I joined the role as Accounts Assistant following the completion of my professional AAT qualification and I was then put in charge of managing the sales and purchase ledgers for the company. Additionally, I was responsible for managing all debts, and allocating cash and sending statements. Additionally, I am responsible for overseeing that purchase ledger invoices were posted and coded accurately. I also received training in SAGE Line 50.*

***Key Achievements***

* Successfully communicating widely with the business and management to validate invoices and raised credit notes
* Instrumental in maintaining transactional records to support strategic management decision making
* Astutely identified and reconciled over £50K in aged debt that was dated at over 2 years old
* Maintained full responsibility for the timely preparation of accounts and assessed the adequacy of internal controls
* Liaised directly across the organisation to identity and influence key financial decisions which included interpreting and communicating financial data to non-financial managers

**May 2008-December 2019 | Accounts and Finance Assistant | Business Administrative Systems Ltd**

*As an Accounts and Finance Assistant I joined the company during its infancy and remained with the company during a period of substantial growth. I maintained overall accountability for providing a highly efficient accounts and finance support, which included processing customer payments and I promptly identified and resolved any payment issues.*

***Key Achievements***

* Effectively controlled stock record statement and raised and processed invoices
* Reconciled financial accounts and direct debits; ensuring exceptional accuracy and transparency
* Ensured a timely response to emails and letters and managed spreadsheets, sales and purchase ledgers and journals further demonstrating an exceptional command of English
* Delivered comprehensive and expert financial support and advice across all levels of the business

**May 2007-May 2008 | Treasurer and Trustee | RSPCA**

*During my studies, I secured a voluntary role as a Treasurer and Trustee for a leading charity in my local area. During this time I managed all accounts and maintained records for the charity utilising SAGE and Microsoft Excel. I was also responsible for preparing analytics and I wrote reports to advise on trends to enable business decision making. I was also accountable for preparing the monthly bank reconciliations, identifying and investigating items for reconciliation*

***Key Achievements***

* Regarded for the ability to interpret and explain complex financial information to enable greater understanding
* Instrumental in identifying issues relating to missed payments which equated to £8K in savings
* Welcomed additional duties and appointed as the authorised account signatory

Education

 **London College of Finance and Accounting**

* **Association of Accounting Technicians (AAT) Level 2 Certificate in Bookkeeping (2020)**
* **International Association of Bookkeepers (IAB) Level 2 and 3 Certificate in Bookkeeping (2019)**
* **OCR Level 1 Certificate in Bookkeeping (2018)**

**London School and Sixth Form College**

* **A Level Business and Mathematics (2010)**
* **GCSEs Including English and Mathematics (2008)**

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