

Work History:**Accountant & General Manager (2005 - present)** *Stephan (UK)*

Full accounts:

- Payroll processing
- AP ledger management
- AR ledger management
- Petty cash
- Bank reconciliation (multi-currency)
- VAT calculation and submission
- Supplier Payments (signatory)
- ForEx transactions
- Monthly accounts (P&L, BS)
- Cash-flow forecasting and management

Commercial insurance:

- Premises & contents
- Directors & Officers
- Marine
- Travel
- Company vehicles

Recruitment & HR:

- Job descriptions
- Interviewing
- Negotiation & selection
- Contracts of Employment
- Appraisals
- Holiday & Sickness records

Commercial negotiations:

- Contracts of sale and purchase
- Escrow Agreements

IT:

- Integration of SAP B1 software
- Management of IT support
- Phones and broadband contracts
- Sourcing hardware and software

Company vehicles:

- Selecting vehicles
- Arranging finance
- MOT, servicing

Personal Admin for MD:

Banking, health insurance, vehicle & household insurance, mortgage applications, credit card management, self-assessments.

Freelance Accounting Technician (2005-2007)**Accounts & Project Manager (1995-2005)** *Bowman Creative*

Same duties as shown above

Sales & Marketing Co-ordinator (1993-1995) *Impact Group***Additional Information:** Full clean driving license.

Available for interview by Skype or in person.

References available on request.

Software

- SAP B1
- Sage Line50
- MYOB
- Microsoft Office
- Smartsheet

Qualifications

- Association of Accounting Technicians
**Diploma L4:
Accounting Technician**
- University of Northumbria:
**Degree with
Distinction:
Business Admin & PR**
- A-Level:
**English Language,
Psychology,
Business Studies**

Training:

- Institute of Directors
**4-Module Director
Training**
- NFTS, Beaconsfield
**Introduction to
Production Accounting**

About Me:

I am loyal and hard-working. I like honest straight-talking. I'm a good listener and enjoy learning. I've managed the personal finances of MDs and so understand the importance of discretion. I like to complete tasks thoroughly and accurately.

Beyond work I enjoy reading (there's no such thing as too many books), I'm in the process of writing up my Father's memoirs. I enjoy walking and hiking. I bagged my first munro in 2017 when I reached the top of Ben Lomond. I run a Facebook group dedicated to health, fitness and fundraising.