

Harry Dean

Bookkeeper CV

AREAS OF EXPERTISE

Purchase ledger

Sales ledger

Credit control

Bank reconciliations

Monthly payrolls

SAGE

Excel and Access

PROFESSIONAL

AAT

ACCA

ACA

PERSONAL SKILLS

Attention to detail

Communication skills

Target orientated

PERSONAL DETAILS

*Harry Dean
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DOB: 12/09/1985

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

A enthusiastic, self-motivated and highly organised individual with all round bookkeeping experience. Having a excellent working knowledge of double entry bookkeeping, managing accounts, maintaining a sales ledger, raising invoices, issuing regular statements and processing receipts.

Easy going by nature but focused enough to take responsibility for reconciliation of all ledgers, accruals & prepayments, settlement of suppliers and generate payment runs. Presently looking for a suitable bookkeeping position.

WORK EXPERIENCE

Accountancy Firm – Coventry

BOOKKEEPER June 2008 - Present

Responsible for processing purchase and sales ledger invoices, complete reconciliations, and general finance related within the department. In busy periods also assisting with answering the phone & general admin duties.

Duties:

- Raising purchase and sales invoices, coding, and posting to ledger.
- Chasing customers for payment.
- Producing management accounts.
- Credit control, chasing overdue payments.
- Completing and submitting quarterly VAT returns.
- Daily banking and allocating of all monies.
- Meeting clients face to face.
- Preparing weekly and monthly accounts.
- Ensuring that all expense claims are collated and paid on time.
- Production of trial balance for month end and preparation of audit.
- Communicating with the Inland Revenue concerning PAYE.
- Sending remittances of PAYE and processing payroll.

KEY SKILLS AND COMPETENCIES

- Proven ability to work under the pressure and to meet deadlines.
- A positive 'can-do' attitude.
- Experience of working with small and medium-sized companies.
- Knowledge of QuickBooks 2010.
- Have a in-depth understanding of foreign currency and VAT rules.
- Excellent working knowledge of Sage Line 50 and pegasus.
- Able to work well as part of a team and with strong communication skills.
- Able to work well with clients helping to build business relationships.
- Strong proven track record in accounts preparation from a practice environment.
- Have own transport and can travel and work from client premises when required.

ACADEMIC QUALIFICATIONS

BSc (Hons) Economics & accountancy

Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)

Coventry Central College 2003 - 2005

REFERENCES – Available on request.

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