

CANDIDATE 24551

- Position Sought:** Accounts & Credit Control opportunities
- Location Sought:** 20 mile radius of Witney
- Notice Period:** 1-2 weeks
- Salary Requirement:** Circa £23,000
- IT Knowledge:** Word, Excel, Kerridge, Sage, SAP, Outlook, Internet, and various in-house systems
- IT Test Results:** Awaiting results

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*Subject to Terms and Conditions

Recruitment Specialists for Permanent Placements and Temporary Assignments in
Board-Middle Management/Executive Administration/Sales & Marketing/Office Support

Candidate 24551

Qualifications & Further Education

GCSE passes in: -

Maths	English	Science
French	Geography	R.E
P.E	Metal Work	Home Economics – Food.

RSA 1 – Typing Distinction,

Pitman Spreadsheet Processing, Elementary (MS Excel)

AAT Foundation Units 1 & 2 (Recording & Accounting for cash & credit transactions)

CACDP Level 1 Certificate in British Sign Language

Applications Used

M.S Excel, Pegasus, Sage Line 50 & Job Costing, M.S Word, Excel & Outlook, Multisoft, Great Plains Dynamics, Lotus Notes & 123, SAP, Various IBM accounting packages, Kerridge, Shine

Professional Experience

From September 2008 - Present

Hospitality Services

Credit Control

Witney

Credit control for a local laundry company via email, fax, letter & telephone, produce weekly/monthly invoices, credit notes, query management & resolution, process customer payments by Bacs & Cheque, to implement Direct Debit runs on a monthly basis, daily banking, reconcile & produce customer statements, various month end reporting procedures & closure of ledgers, various cash handling from vending machines, frank & post all outgoing mail.

January 2008 – September 2008

Hygiene Services

Credit Controller

Bournemouth

Credit Controller for a small Franchisee Ledger, running the weekly debt reports & monitoring the aged debt, various adhoc duties assigned by Finance Director. To provide holiday cover for Purchasing Department.

March 2004 – December 2007
Fleet Solutions Company
Credit Control
Portsmouth

Credit Control for a large ledger of well established & prestigious key customers, to meet & maintain cash collection to strict monthly targets, managing customers query's & following through to resolution, full reconciliation of clients accounts, monthly statements, overdue letters, following through to Court Action where necessary, resolving payment problems & agreeing suitable payment plans. Manage customers Direct Debits, VRB invoicing, run weekly debt reports to supply to other credit controllers, completing & maintaining target reporting. Various excel reporting.

April 2001 – March 2004
North Harbour, Portsmouth

Collect debt from Retail & Distribution customers, strict monthly deadlines, recording & managing customer disputes, closing issues with both customers, sales team & various IBM colleagues. Prior to this ledger I worked on the automotive ledger.

November 2000 – March 2001

Various temporary assignments in the Portsmouth area.

March 2000 – November 2000
H/O Woking, Surrey

2 days based at The Innlodge, Portsmouth – Counting & reconciling cash to tills Z readings, investigating money shortages, entering banking on system to balance tills for next day's business to commence. Completing the spreadsheets with daily revenue. Compiling staff wages for faxing to the payroll bureau for completion. 3 days based at Woking initially to assist with company year-end. Purchase ledger invoice entry, linking spreadsheets and assisting with updating Forecasts, Budgets & Sales figures. Processing various houses cash sheets & preparing correction journals on Excel to be imported into accounts system. Bank journals. Creating various spreadsheets & linking to existing spreadsheets.

July 1999 – March 2000
Fire Protection Company
Accounts Assistant

Producing Invoices/Sales Orders, monthly letters & credit control. Reconciling Purchase Orders to invoices, various job costing duties. Raise monthly payments & enter onto forecast. Weekly subcontractor's wages as per CIS enforced by Inland Revenue. Completion of CIS23/25 vouchers & PAYE.

**October 1993 – July 1999, Accounts Assistant
Office Equipment
Waterlooville**

Cash allocation, raising invoices/credits, statements, remittances & cheques. Debt collection & initiating legal proceedings, Sales & Purchase Ledger, generating weekly & monthly reports. Credit checks & agreeing account limits. All day to day office related tasks. I was also involved in updating some of the company's computer systems & software packages.

**October 1991 – October 1993, Accounts Assistant
Oxfordshire**

Taking window/glazing orders, customer queries & order entry, ordering stock to fulfil customer orders. Producing Invoices/credits/delivery notes/supplier cheques & quotations, ensuring all statements & invoices are mailed & correct. Double Entry Bookkeeping, debt collection, daily banking & weekly wages.

**July 1990 – September 1991, Trainee Bookkeeper
Chartered Accountants
Oxfordshire**

General office duties, dealing with account's queries & problems. Large amounts of data/order entry & cash postings. Weekly/monthly payrolls, printing reports, payslips, Bank Giro Credits & also preparing & producing PAYE & P35's.

Interests

Keeping fit, F1, BTC, WTC, World Rally, any motorsport.