

---

# Joan Stevens

East Carville  
Morpeth, Northumberland, UK  
NE65 7LH

Telephone: +44 (0) 1669 634521

## COMPANY SECRETARY / ADMINISTRATOR / ACCOUNTS SUPERVISOR

With considerable experience in financial accounting / budgeting to month-end figures / trial balance (all sales and expense ledgers, statements, PAYE, and cash books) on computerised and manual systems. Also possessing good customer service skills, working to tight schedules and dealing costing anomalies. Now looking for a pre-rata accounting / administration position or a similar role within a reputable company in the North East.

---

## AREAS OF EXPERTISE

- |                                     |                                    |                         |
|-------------------------------------|------------------------------------|-------------------------|
| ➤ Financial Accounts                | ➤ Book-keeping (Double entry)      | ➤ Customer liaison      |
| ➤ Accounts payable / reconciliation | ➤ Management / cost accounting     | ➤ Bank reconciliation   |
| ➤ Team leadership / training        | ➤ Budgeting / expenditure analysis | ➤ Fixed asset inventory |
| ➤ Sales and purchase ledgers        | ➤ Staff training / development     | ➤ Computerised accounts |
| ➤ Payroll, PAYE/NIC/BACS etc        | ➤ Monthly expenditure analysis     | ➤ Tax returns           |

## PROFESSIONAL EXPERIENCE AND CAREER FUNCTIONS

### COMPANY SECRETARY / ADMIN MANAGER

1993 - to present

The National Trust, North East Office, Scots Gap, Morpeth

Responsible for the administrative effectiveness of the company, all aspects and daily operation of business; primarily the accounts department (all ledgers). Ensuring that the operational budgets are strictly maintained, payroll completed, reconciliation and BACS. Supervising 2 others; completing VAT returns; preparation of N.I. calculations; assisting in the reconciliation of PAYE year end returns.

### GENERAL

- Produced reports / presentations to board level and accountants.
- Reviewed contractual commitments and suppliers terms - advised on adjustments to building projects regarding costings, expenditure etc.
- Resolved enquires from employees.
- Reconciled corporate bank accounts.
- Maintained fixed asset inventory.
- Experience with staff disciplinary matters gained.
- Completing legal forms and providing statistical information to management.
- Communicating with Inland Revenue, DSS, banks, building societies and external auditors.
- Responsible for year-end and returns to Inland Revenue.

### NOMINAL LEDGERS

- Processed invoices with corresponding nominal coding.
- Dealt with supplier enquiries.
- Reconciled monthly cheque report / supplier statements and issue of payments.
- Recorded on fixed asset register all purchases of fixed assets (vehicles and machinery).
- Introduced BACS payments to the purchase ledger.

### BANKING AND EXPENSES CONTROL

- Checking recorded and banked remittances from customers.
  - Issuing cash and expenses for staff.
-

---

## CAREER FUNCTIONS / PROFESSIONAL EXPERIENCE ( CONT )

### PAYROLL

- ✦ In charge of 3 wages clerks and the smooth running of the section.
- ✦ Developed full knowledge of SSP and SMP, Tax and N.I.
- ✦ Checked tax input before submission to Inland Revenue.
- ✦ Weekly and 4 weekly payroll.
- ✦ Checking recorded and banked remittances from customers.
- ✦ Issuing cash and expenses for staff
- ✦ Credit Control - Chasing payments and resolving queries from customers.
- ✦ Following up outstanding queries on purchases invoices held for payment
- ✦ Posting of Cash Book Receipts and Payments.
- ✦ Preparing & running weekly cheque report.
- ✦ Supervised audit and season payroll.
- ✦ Controlled and adjusted all non-standard payroll anomalies.
- ✦ Controlled adjustments to hours, costings and absence codings.
- ✦ Controlled earnings for leavers / redundancies and accountants.
- ✦ Controlled cheque payments and balancing petty cash on a daily basis.
- ✦ Communicating with Inland Revenue, DSS, banks, building societies and external auditors.

### COMPANY SECRETARY

- ✦ In charge of 3 wages clerks and the smooth running of the section.
- ✦ Administrated the changing policies on pensions, life and medical assurance and share schemes as well as employees' terms and conditions, and the directors' service agreements.
- ✦ Managed and reviewed the company's Performance Appraisal System.
- ✦ Ensuring compliance and advising the Board on all matters, re: Companies Act etc. Budgetary responsibility.

#### Key skills gained / developed:

*Change Management, Statutory Regulations / Companies Act, Administration, Job / Training Needs Analysis, P.R. / Media / Marketing, Auditing*

### SIGNIFICANT ACHIEVEMENTS

- ✦ Helped achieve turnover targets by around 15% year-on-year, to £2 Million since business start-up.
- ✦ Significantly improved the company's profile in the North East building a solid reputation as a small construction company.
- ✦ Planned and co-ordinated supply / purchasing strategies - achieving budgeted sales, profitability implemented and monitored cost and overhead controls.
- ✦ Implemented staff induction and training that led to improved the performance and commitment of the workforce.
- ✦ Produced corporate promotional literature, company video, corporate gifts and promotional "giveaways". Sought out, managed and hosted corporate hospitality events.
- ✦ Improved supply and purchasing strategies, cost control and awareness of set targets by introducing new technologies and computerised systems.
- ✦ Involved in board discussions - helped develop and monitor corporate strategies and annual business plans.

### EARLY CAREER SUMMARY:

Mother	Parenting	(1978-84)
Head Receptionist	R.A.C.	(1973-78)
Sales Consultant / Beautician	Estee lauder	(1970-73)

Interests / pastimes: Red Cross / First Aid Volunteer, Book Club Circle Member, Equestrian pursuits.

Personal: Born 25/06/56. Married, clean driving licence. non-smoker.

References available on request.

---