



18026

ASSISTANT ACCOUNTANT (V)(40uur)

WORK EXPERIENCE

ASSISTANT ACCOUNTANT / SEPTEMBER 2016 - PRESENT

- Responsible for the Implementing Credit Insurance Project into a subsidiary company which integrates with the Group SAP system.
- Creating companywide reports, including monthly overhead analysis, weekly sales reports to directors, weekly credit limit position and overdue report to Parent company.
- Assisting with management accounts, ensuring all ledger accounts are up to date and any contra journals are posted.
- Preparation of month-end adjustment journals, confirmation of intercompany balances, review of prepayments and accruals
- Ensure complete and accurate balance sheet position is maintained and is supported through balance sheet reconciliations.
- Produced Payroll and PAYE reconciliations for approximately 90 employees on regular basis.
- Ensuring the EC sales and VAT returns are created and submitted to HMRC

Monthly:

- Assisting with co-ordination and communication within the Group finance teams.
- Multi-Currency Bank Reconciliations.

BUSINESS DEVELOPMENT MANAGER (PART - TIME) / APRIL 2016 – AUGUST 2016

- Creating relationships with new clients both nationally and internationally
- Identifying new business opportunities and assist with converting them to the real project
- Translating documents from Chinese to English vice versa
- Fulfil the office work required



PAYROLL ADMINISTRATOR (PART - TIME) / 2 DECEMBER 2015 – SEPTEMBER 2016

- Solely responsible for running multiple weekly and monthly payrolls, providing service for clients including P45's, P60's and RTI submissions to HMRC.
- Preparing receivables and VAT online submission.
- Preparing client onboarding documents.
- Ensuring all deadlines are met and accurate information is provided to clients.
- Supervising new payroll assistants.
- Reviewing all income emails and calls and responding to clients' enquiries.

TEAM LEADER OF FINANCE TEAM (INTERNATIONAL NOT-FOR-PROFIT ORGANIZATION) / OCTOBER 2014 – JUNE 2015

- Assisting in fund raising, organizing events and the budget planning for 2015 financial year.
- Attended 2015 AIESEC national conference and incorporated the national team goals into our budget and action plan, successfully meeting the obligations.

FINANCIAL DEPARTMENT INTERN / JULY 2012 – AUGUST 2012

- Assisting in checking staff expenses and claim form, before reimbursement and entering it onto the SAP system.
- Providing administrative services to support finance team.

EDUCATION

BSC ACCOUNTING (80%, EQUIVALENT TO UK UPPER SECOND DIVISION)(CHINA) / DIPLOMA 2013

FOUNDATION DIPLOMA FOR POSTGRADUATE STUDIES (FPDS)(UNITED KINGDOM) / DIPLOMA 2014

MSC ACCOUNTING AND FINANCE (MERIT)(UNITED KINGDOM) / DIPLOMA 2015

ACCA QUALIFICATION (UNITED KINGDOM)/ DIPLOMA 2016

SKILLS

Multilingual

- Mandarin (Native)
- English (Fluent)
- Cantonese (basic)

IT skills:

- SAP
- BW report system
- GP ERP system

- Italian (basic)

ACCA:

- Completed 10 out of 14 Professional level Papers

- Smartview
- ADP Payroll
- IRIS Payroll

EXTRA CURRICULUM ACTIVITIES

Volunteered:

LCCA (London Chinatown Chinese Association)

Oxfam: instore assistant at organizing and pricing for books

