

Sep 2019 - Dec 2019

**The Tech Sales Company, Newquay
Financial Accounting Intern**

Outline

The Tech Sales Company is a leading international manufacturer and distributor of IT equipment including printers, laptops and desktop equipment. As a Financial Accounting Intern, I managed data input and financial administration support for the Finance Department.

Key Responsibilities

- Monitoring and reviewing of accounts payable and receivable ledgers.
- Performing daily, weekly and monthly bank reconciliation and VAT analysis.
- Conducting variance analysis of company performance against budgets for strategy alignment.
- Performing payroll calculations, investigating discrepancies and performing reconciliations.
- Undertaking sales margin analysis by product performance, evaluating existing budgets.
- Generating sales invoices, sending them to customers and logging them in the system.
- Sending out weekly remittance advices and chasing late payments.
- Providing payroll support and calculation of monthly sales commissions.

Key Achievements

- Managing the transition from QuickBooks to SageX3 with no errors or delays.
- Identifying 20% surplus in department budget that saved the company £15,000 annually.

Jun 2019 - Sep 2019

**The Advertising Firm, Newquay
Summer Internship**

Outline

The Advertising Firm is a national company that specialises in creating advertising campaigns for SMEs within the retail, industrial, and hospitality sectors. As a Summer Intern I participated in the 8-week scheme, managing tangible accounting migration projects to improve their accounting procedures.

Jul 2017 - Sep 2018

**The SuperMarket, Newquay
Customer Assistant**

ADDITIONAL

Accounting Projects

Small Business Accounting Project - Given the accounts for a small retail business, I had to perform full bank account reconciliations, variance analysis, and identify potential saving opportunities.

Sole Trader Client Project - This project provided me with the opportunity to balance multiple potential clients acting as sole traders, assisting with tax returns, expenses and calculating VAT.

Managing System Migrations - Forming part of my final project and dissertation, I reviewed how businesses can successfully transition their accounting software based on company growth and development, and proposed solutions on how to mitigate impact to daily business operations.

Grade Accounting Ana

D Keegan



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