

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

Minjie Lin



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