Angela Tierney

Bookkeeper

Contact

Preston

07700 900278

angela.tierney@example.com

Skills

- Purchase and sales ledgers
- Supplier and bank reconciliations
- Sage 200 and Xero
- VAT returns and year-end schedules
- Excel lookups and pivot tables
- Supplier queries by phone and email

Profile

Bookkeeper with ten years in accounts at a builders' merchant, running the purchase ledger, supplier reconciliations and the weekly payment run in Sage 200. Took a career break from 2024 to 2026 to care for a family member; that caring role has now ended. Completed the AAT Level 2 Certificate in Bookkeeping and learned Xero during the break. Looking for a full-time bookkeeper or accounts assistant post.

Employment

Career break to care for a family member

Preston · May 2024–August 2026

- Completed the AAT Level 2 Certificate in Bookkeeping by online study.
- Volunteer one morning a week at Haverley Carers Centre since 2025: keep the petty cash book and prepare the Gift Aid claims.

Accounts Assistant, Purchase Ledger

Ribbleton Building Supplies, Preston · 2017–April 2024

- Processed about 600 supplier invoices a month in Sage 200, matching each to its order and delivery note.
- Reconciled the 40 largest supplier statements every month and settled the differences with suppliers and branches.
- Prepared the weekly payment run for the finance manager to approve.
- Posted the bank transactions daily and reconciled the two bank accounts every week.
- Helped prepare the quarterly VAT return and the year-end schedules for the auditors.

Accounts Clerk

Ribbleton Building Supplies, Preston · 2014–2017

- Entered sales invoices and credit notes and chased small overdue accounts by phone.

Qualifications

- AAT Level 2 Certificate in Bookkeeping (2025)
- Online course in Xero bookkeeping (2026)
- BTEC Level 3 Diploma in Business (2012)
- GCSEs including English 6 and Maths 6 (2010)

Additional information

Available to start straight away, full time.