Bernadette Quinlan

Finance Officer

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Profile

Finance officer with five years in the central finance team of a multi-academy trust of eight schools, after three years as a finance assistant. Processes invoices, expenses, payroll changes and VAT returns on Sage, prepares the monthly budget reports for head teachers and supports the year-end audit. AAT Level 3 qualified and studying Level 4. Looking for a senior finance officer post.

Experience

Finance Officer | Wrekin View Academy Trust, Wolverhampton | 2021–present

- Process about 600 supplier invoices and 150 expense claims a month on Sage 200, paying 98% of invoices within 30 days.
- Prepare the monthly budget and forecast reports for eight head teachers and the trust's finance director.
- Send the payroll provider each month's starters, leavers and changes for 420 staff, and reconcile the payroll to the ledger.
- Prepare the monthly VAT reclaim, about £45,000 a month across the trust.
- Resolved a £38,000 backlog of disputed contractor invoices in my first year, by agreeing a single order process with the estates team.
- Prepare the bank reconciliations and the working papers for the external audit, which has raised no findings in the last two years.

Finance Assistant | Tettenhall Housing Association, Wolverhampton | 2018–2021

- Entered purchase invoices and rent payments, and answered supplier queries by phone and email.

Qualifications

AAT Level 4 Diploma in Professional Accounting, in progress | 2026

AAT Level 3 Advanced Diploma in Accounting | 2020

A levels: Maths B, Business C | Bilston Sixth Form College | 2018

Skills

- Sage 200 and Excel (pivot tables, XLOOKUP)
- Purchase ledger and expenses
- Payroll changes and reconciliation
- VAT returns and reclaims
- Budget and forecast reports
- Audit working papers

Additional information

Enhanced DBS certificate on the Update Service, for work in schools.