Pauline Archer

Bookkeeper

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Profile

Bookkeeper with 30 years' experience keeping the accounts of small businesses, from invoices and bank reconciliations to VAT returns and payroll. Works in Xero, QuickBooks and Sage, and moved three clients onto digital VAT records. Looking for a part-time bookkeeping post of 20 to 25 hours a week.

Experience

Bookkeeper, **Archway Accounting Services, Swindon** **2014–present**

- Keep the books for 22 small business clients: purchase and sales invoices, bank reconciliations and expenses.
- Prepare quarterly VAT returns for 15 clients and monthly payroll for six, up to 40 staff each.
- Prepare year-end figures for the accountants, with every client's bank balance reconciled.
- Moved three clients from spreadsheets to Xero and trained their staff to record sales.

Accounts Supervisor, **Kennet Builders Merchants, Swindon** **2009–2014**

- Ran the purchase and sales ledgers for two branches and supervised two accounts clerks.

Earlier roles in accounts and payroll at two Swindon firms, 1994–2009.

Qualifications and training

- AAT Level 3 Diploma in Accounting
- Xero Advisor certification (renewed 2026)
- Making Tax Digital for VAT, practical course (2025)

Skills

- Xero, QuickBooks and Sage 50
- VAT returns and payroll
- Bank reconciliations and year-end preparation
- Training clients' staff on new software