

Sarah Lewis

Accounts Assistant

Swindon | 07700 900134 | sarah.lewis@example.com

Profile

Accounts assistant with three years in purchase and sales ledger for a manufacturing business. Accurate with high volumes, comfortable with Sage 200 and Excel, and studying for the AAT Level 4 Diploma. Looking for an accounts assistant or assistant accountant role.

Work experience

Accounts Assistant | Wyvern Engineering Ltd, Swindon | January 2023–present

- Process around 400 supplier invoices a month in Sage 200, matching each to an order and a delivery note.
- Run the weekly supplier payment run and answer supplier queries by phone and email.
- Reconcile two bank accounts and the company credit cards each month.
- Chase overdue customer invoices; debts over 60 days fell from £48,000 to £19,000 in a year.

Accounts Administrator | Ridgeway Lettings, Swindon | June 2021–December 2022

- Logged tenant payments and landlord statements and flagged missed rents to the property managers.

Education and qualifications

AAT Level 4 Diploma in Professional Accounting (studying, finishing 2027) | Swindon College

AAT Level 3 Diploma in Accounting | 2024

A levels: Mathematics, Business, Geography | Highworth Sixth Form | 2021

Skills

- Purchase and sales ledger, bank reconciliation, credit control
- Sage 200, Xero and Microsoft Excel (VLOOKUP, pivot tables)
- Clear phone and email communication with suppliers and customers

Additional information

Treasurer, Old Town Running Club, 2024–present.