

## Helen Southworth MAAT CV

- Finance and Fee Collection for Professionals using the services of Facilitate Expert Solutions Ltd, including day to day bookkeeping, creation and input of invoices and credit management.
- Preparation and submission of VAT returns.
- VAT and providing reports to Accountants and offering any assistance they require in the production of final accounts
- Verification, authorisation, and payment of all invoices, including operation of the purchase ledger.
- Assisting the Practice Director with the Diary Management and the Management of the Company in relation to Policies and their implementation

Having spent my working life in the Legal Sector, I have gravitated towards Finance and Credit Management, finding this particularly fascinating and satisfying. In order to cement my experience in Bookkeeping, I am a qualified MAAT, and have the necessary skills to assist clients with both their Bookkeeping, Credit Management and VAT returns.

I am enthusiastic and highly motivated and always strive to give 100% in everything I do. I conduct myself with the utmost integrity, and having worked in the legal profession, I am fully accustomed to working within a regulated environment.

Outside of work, I am a wife and mother of two children, aged 14 and 18 and enjoy spending time with them and my wider family and friends.

### Qualifications and Courses Attended

- AAT Level 3 & Level 4 (Personal and Business Tax – optional modules)
- Admitted as a Qualified Member of AAT in July 2015
- ABC Book-Keeping Level 1 and Level 2
- N.V.Q Level 3 in Business Administration
- MS Excel training

### Finance for Non-Financial Managers

Various aspects of financial reports: including formulation, reading, interpretation, and control of these;  
Short and long term financial decision making.

### Sage Instant Accounts training

Sage Payroll training

### Legal Executive (ILEX) – Part one

BEC National Certificate in Business and Finance  
(Computing; Accounting; Administration in Business; Secretarial Services; Economics and Law)