

Miriam Chadwick
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Personal Profile

I am a capable, organised individual, used to working on my own initiative. I am familiar with working to deadlines and prioritise my work appropriately. Throughout my working life, confidentiality has been a high priority and I have taken the responsibility of my position seriously.

Employment Details

1998 – Present

Andrew Way Electrical Contractors
Book keeper

I work for a couple of hours a fortnight providing book keeping services

Key Responsibilities :

Payroll, processing purchase invoices and bank reconciliation

December 1994 – December 2018

de Viell, Exeter
Book keeper

I was a book keeper for a small family firm, reporting to and liaising with the company director

Key Responsibilities :

Keeping computerised records of income and expenditure, sales ledger, purchase ledger, vat, payroll, bank reconciliation, preparing accounts for audit and dealing with accounts and customer enquiries. Also general office work including typing of quotations, stationery ordering and general correspondence.

January 1991 – August 1994
Charity)

Youth With A Mission (International

Book keeper

I was the main book keeper for the UK work of the charity, overseeing six other book keepers based at various branches around the UK.

Key Responsibilities :

Keeping computerised records of income and expenditure, preparing monthly budgeted figures, drawing cheques, receipting, bank reconciliation, petty cash, collating income and expenditure records from the other branches and visiting them to assist when short staffed.

July 1988 – December 1990

Bush and Co

Accounts Junior

I was training to be an accountant, studying to gain an AAT qualification while working here.

Key Responsibilities :

Preparing financial accounts, assisting on audits, communicating and liaising with clients.

Education and Qualifications

Certificate in Computerised Book keeping – Institute of Certified Book-Keepers – 2001

2 A'Levels – The Maynard School – 1988

7 O'Levels – The Maynard School – 1986

Short Courses

Safeguarding Vulnerable Adults – Essentials 6 Ltd – 2014

Youth Mental Health First Aid – MHFA England – 2014

Software Familiarity

Sage, Quick Books, Microsoft Word and Works, Excel (a little)

Voluntary Work

In my spare time I volunteer with two local charities.

Nightstop – Volunteer Host

This charity is now part of Julian House and provides food and a bed for the night for homeless young people under 25. I have done this for the last 3 years and am usually available for this 2 nights a week.

Transitions – Volunteer Mentor

This charity is run by Exeter Community Initiatives. As a volunteer mentor you are matched with people who need extra help to live independently – help with budgeting/managing a home or health condition/finding work etc. You work with your client for 1hr a week over a 6 month period. I have been doing this for a year and am currently helping my second client.