

Paula Howard

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Information

Date of Birth: 5th February 1977

Nationality: British

Languages: English, Swedish

English Education

June 1993 | **GCSE's**

- Mathematics, English Literature, English Language, Drama, Geography, French

June 1994 | **A Level's**

- 1 year studying Mathematics, English Literature and Law

Swedish Education

Current | **Hersby Gymnasium, Lidingö**

- Mathematics, Swedish, Biology, Social Studies, Science

Experience

October 2005 – October 2006 | **Tour Accountant**

MGR | London

Liaising with tour managers, clients, artistes, promoters, agents and record companies

Obtaining budgets and contracts before a tour commences

Raising performance fee invoices, tour support invoices and tour balance invoices

Credit control and supplier payments

Bank reconciliation

Nominal, purchase and sales ledger

Managing client bank accounts and transferring VAT and TAX

Budget v Actual's

Tour accounts for each tour to trial balance, for commissions or to obtain tour balance from the record company

Managing one member of staff

June 2005 – August 2005 | Finance Manager / Purchase Ledger (temporary)
Ministry of Sound | London

Managing 3 members of staff and holding weekly meetings with the team
Managing the day to day running of AP, ensuring invoices are processed and paid, thus ensuring the payment run is on time, and petty cash reconciled
Supplier reconciliation
Nominal, purchase and sales ledger
Credit control and statement runs
Weekly debtor reports to various departments
Monthly management accounts reports (bad debt provision and potential creditors)

November 2004 – May 2005 | Policies Administrator (temporary)
Bupa | London

Updating and formatting all the operational policies
Liaising with various people with regard to the content of policies
Coordinating the twice-yearly provider visits to every BUPA hospital between 15 surveyors all over the country
Liaising with each surveyor to ensure the provider visits are completed within the time frame
Updating and formatting the Provider Visitor Reports and distributing to the relevant people
Uploading and maintaining the relative part of the intranet
PA to Manager - booking accommodation, flights, setting up meetings and organising the managers diary and appointments

January 2004 – September 2004 | Accounts Supervisor
Priority Pass | London

Supervising a team of 3
Processing all new invoices and ensuring the relative vouchers correspond correctly
Ensuring that invoices are paid on time and any queries dealt with immediately
Multicurrency
Overseeing and checking the billing to major clients
Reconciliation of supplier accounts

September 2000 – January 2004 | Sales Ledger / Administration
Counterpoint MTC Ltd | Worthing

Processing all sales order and resolving any related debtor queries
Invoicing, crediting, and returns, and keeping the ledger up to date and correct
Setting up new accounts and taking payments
Updating and maintaining the database (10,000 records)
Preparing monthly sales orders figures
Team administrator and ensuring that two quarterly magazines are written and distributed

Skills

- Windows 95, 98, NT, Microsoft Word, Excel, PowerPoint, Outlook, Tracker (database), Goldmine, Internet
- **Accounts Packages:** QuickBooks Pro (2 years), Sage Line 50 (4 years), Access Accounts, Great Plains