

# Curriculum vitae

## Personal details

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Name	Sophie MacDonald
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## Personal Profile

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Detail-oriented, organised Bookkeeper with 8+ years of experience maintaining precise financial records. Adept at supporting business financial health, managing transactions, reconciling accounts, and generating informative reports. Committed to upholding integrity and confidentiality in all financial tasks.

## Skills

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QuickBooks and Xero, Financial Reporting, Bank Reconciliation, Accounts Payable/Receivable, Payroll Processing, VAT Returns, Budgeting, Financial Analysis.

## Work Experience

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### *Senior Bookkeeper, Financial Solutions Ltd., London | 2019 - Present*

Manage a team of junior bookkeepers, providing training and guidance in bookkeeping practices. Oversee clients' financial operations from various industries, ensuring accuracy and compliance with accounting standards. Prepare monthly, quarterly, and annual financial statements for clients, enabling informed financial decisions.

- Implemented process improvements that reduced data entry errors by 20% and streamlined financial workflows.
- Collaborated with external auditors during annual audits, achieving 100% clean audit reports.

### *Junior Bookkeeper, Smith & Co. Accounting Services, Manchester | 2017 - 2019*

Assisted senior bookkeepers in maintaining accurate financial records for clients. Conducted bank reconciliations, tracked accounts receivable and accounts payable, and prepared financial reports. Assisted in the preparation of tax returns and VAT filings.

- Gained proficiency in using accounting software and Microsoft Excel for data analysis.
- Consistently demonstrated strong attention to detail and the ability to work under pressure during tax season.

## Education

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Association of Accounting Technicians (AAT) Level 3 - Manchester Metropolitan University, 2016

## Courses & Certificates

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Certified Bookkeeper (CB) - Association of Certified Bookkeepers (ACB), 2019  
QuickBooks Certified ProAdvisor - Intuit, 2018  
Xero Certified Advisor - Xero, 2017