Charlene Simpson

Currently living in London, United Kingdom, RM3 8EU

(Moving to Georgia, United State)

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# Work Experience:

## Freelance Accounting Bookkeeper @ Global Strategies LLC

Dec 2021 to Present

* Responsibilities include reconciling all accounts and all aspects of bookkeeping, for a range of clients. Preparation of monthly financial reports for Project manager.
* AIA Billing for construction clients.

## Full Charge Bookkeeper @ Layered Reality Ltd

Jan 2020 to Sept 2021

* Responsibilities include reconciling all accounts.
* Day-to-day maintenance of business financial records.
* Preparation of payroll and weekly payment runs. Submission of Quarterly VAT returns.
* Assisting in the weekly analysis of production Cost and Revenue lines, creating spreadsheets to extract valuable info.
* Other duties include Cashflow forecasting and budgeting for production and Restaurant Department.

## Freelance Bookkeeper @ Charlene’s Bookkeeping

Sept 2019 to Present

* Acting as QUICKBOOKS Advanced Pro-Advisor to small businesses.
* Developing financial procedures and bookkeeping foundations to support healthy business growth.
* Organizing the day-to-day financial transactions to ensure business finances are accurate, up-to-date, and comprehensive.

## Finance Technician @ Healthbridge Direct Ltd (General Practice Federation)

Apr 2015 to Aug 2019

* Helped the business implement an accounting system in accordance with the business requirement.
* Develop financial processes and procedures.
* Monitoring financial performance against contracts and preparing Quarterly reports to support revenue requests from the Commissioning Group.
* Other duties include Reconciling all accounts and delivering monthly and quarterly Management Reports.
* Preparing and processing monthly Payroll as well as liaising with HMRC and Pension providers.

# Certificates completed.

* **AAT Level 3 Advanced Bookkeeping 2018**
* **Lean Organisation Management 2019**
* **Minute Takin course 2019**
* **NMA Business management with Accounts 2014**
* **VIP Payroll for wages course (South Africa) 2005**
* **FreeAgent Certified Partner**
* **Quickbooks Certified Partner**

# Education

## Tertiary Education (Potchefstroom University for CHE; South Africa)

2000-2002 Not Completed

Studied Toward BCom Law (incomplete)

Subjects Passed include:

**Accounting *I,***

Economics I,

Business Management

## Secondary Education (Fochville High School; South Africa)

1995-1999

Matriculated with full exemption (Equivalent to A Levels)

Subjects Passed:

Afrikaans 1st Language, English 2nd Language,

Mathematics, Computer Science,

**Accountancy, Economics**