Sean Biney
2 Albert Close, Alexandra Palace, London, N22 7AL
07935171350
biney12000@yahoo.co.uk

Personal Statement

I am a graduate with a BA Hons in Accounting and Finance achieving a first-class degree classification. I have also successfully undertaken the Certified Accounting Technician (AAT) exams. I am extremely confident and competent with financial and accounting principles and information and extremely numerate. I am extremely diligent, hard-working and possess proactive working habits and understand the business cycle in terms of deadline and timekeeping with experience of completing monthly/weekly time sheets.

I have more than 5 years accounts payable and bookkeeping experience in organisations experience working in Central London, Oxford Circus, Holborn and Mayfair. Experienced in client facing interaction and I have experience in communicating financial information to internal and external stakeholders: directors, management, suppliers and employees, whether face to face, by email or telephone.

I have strong I.T. skills including use of MS Office with advanced Microsoft Excel skills I am highly competent in using accounting software such as SAP, CCH Accounts production, IRIS Accounts Production, IRIS Personal Tax, highly proficient using Sage, Xero and QuickBooks.

Experience

November 2022 – October 2024
Accounts Payable Lead

Sony Music Entertainment UK Ltd, King's Cross

•Managing weekly payment runs – 80+ plus per week
•Preparing payment schedules in line with budget allocation ensuring accuracy
•Setting up of new clients on internal payment system
•Double entry bookkeeping on Sage system software
•Resolving supplier queries and supplier statement reconciliations
•Supplier statement reconciliations
•Main point of contact for payments internally, dealing with managers, directors, employees and
•Setting up employees on internal expense Concur system software

October 2020 – July 2022, Garside & Co Ltd
Accounts Payable Assistant

Reputable chartered accountancy and audit practice in Regent St

•Management reporting for busy distribution companies on monthly basis
•Invoice processing including coding and posting of invoices onto excel to transfer to accounting software
•Resolving supplier queries and supplier statement reconciliations
•Supplier statement reconciliations
•Preparing payment schedules
•Bank reconciliations
•Main point of contact for portfolio of clients, including being first reference for email, and telephone queries, including payroll, and client accounting queries, such as BIK
•Payroll runs and Payroll journal entries

December 2019 - June 2020, Taylor Associates LLP, Accounts payable/Bookkeeper

Accounting services provider based in Finchley, London. Working as the accounts payable.

•Processing supplier invoices
•Ensuring invoices are authorised by executives/directors
•Storing and updating internal record keeping with appropriate documentation
•Processing bank payment runs
•Processing of purchase orders into Xero, QuickBooks, and Sage
•Sending remittance advices to suppliers
•Xero, QuickBooks and Sage monthly and preparing management reports

September 2018 – June 2019, Dixon Wilson, Accounts Payable clerk/Bookkeeper

International accountancy firm located in London and Paris providing a range of accounting and business advisory services to a diverse range of businesses and individuals across the UK and abroad.

• On site client bookkeeping including integrating to Xero and QuickBooks accounting software
• Bookkeeping for a range of small to medium size business
• Preparing monthly and quarterly reports on Xero, QuickBooks and Sage
• Monitoring emails and invoices received
• Identifying and coding invoices including understanding of accruals/prepayments treatment
•Producing daily, weekly and monthly reports on Xero, QuickBooks and Sage monthly and quarterly accounts/statements

November 2017– March 2018, AEL Markhams Ltd, (Temp) Accounts Assistant/Bookkeeper

Three partner firm specialising in optometry accounting based in Hampstead, London

My role working in accountancy function. Responsible for preparing limited and sole trader accounts, including bookkeeping and VAT for a major property client, and for several companies in the optometry, dentistry fields and other medical fields.

• Basic Personal tax computations preparation.
• Bookkeeping, for several clients reporting and communicating information to the key management personnel.
• Preparing reports, e.g. trial balance, profit and loss, balance sheet and management reports on Xero, Sage and QuickBooks.
• Preparing working papers, including the fixed asset registers, accounting for depreciation, reconciliation of wages, VAT, Payroll inc. PAYE, creditors and debtors and also corresponding with clients to check balances.
• VAT administering for clients on standard, cash and flat rate schemes, partial exemption, including necessary submissions.
• Using IRIS Accounts Production and IRIS Personal Tax
• Workload split approximately 40% accounts, 30% VAT and 30% management accounts

January 2017– November 2017, Leigh Saxton Green LLP, (Temp) Accounts Assistant/Bookkeeper

Several partner accountancy practice based in Mayfair, London. An accountancy firm in Mayfair with approximately 18 staff including Partners. My role is an accounts/bookkeeper role. My major responsibilities have been preparing monthly management reports for 7 companies month end, including responsibility for processing the accounting journals. I also prepared final limited company account and sole trader accounts with my role including VAT administration and compliance, alongside HMRC
correspondence.

Key Skills and Duties

• Sole responsibility for preparation of final monthly management reports, including all book-keeping as acting as an external bookkeeper for a client and reporting the information to the key management personnel.
• Preparing monthly reports on Xero, with the bookkeeping done on Xero, Sage and QuickBooks.
• Preparing working papers, including the fixed asset registers, accounting for depreciation, reconciliation of wages, VAT, creditors and debtors and corresponding with clients to check balances.
• VAT administering for clients on standard, cash and flat rate schemes, including necessary submissions.
• Preparation of limited companies (small to large) and LLP's and statutory financial statements for years ending 2016 and 2017 incorporating transition to FRS 102/105.
• Using CCH Accounts production software.
• Workload split approximately 40% accounts, 30% VAT and 30% management accounts.

August 2016 – December 2016, Munslows LLP (Merged with Kreston Reeves, 1 July 2017), Accounts (Temp) Assistant/Bookkeeper

Munslows LLP is an accountancy practice located in Holborn, London with approximately 20 staff including Partners. My role has been bookkeeping, preparing limited company accounts and VAT administration. This has also entailed managing the bookkeeping for these clients, either on Excel, Xero and Sage as well.

Key Skills and Duties

• VAT portfolio of clients, specifically VAT computations and submissions on behalf of clients including standard, cash and flat rate schemes.
• Bookkeeping to make sure clients affairs are up to date and accurate before preparing the working papers and statutory accounts, including reconciliations of all customer accounts, supplier accounts, reconciling payroll payments to ensure accuracy of records.
• Preparation of limited company accounts from accounting records, including Sage, Xero and other cloud online-based accounting packages such as Freeagent.
• Preparation of statutory final accounts, included full accounts, abbreviated accounts and also preparing the associated tax computation
• Use of IRIS and CCH accounting software to post accounts into suitable format for submission to HMRC.
• Working independently on all work reporting and liaising with the Senior Partners/Directors/Accountants to ensure accuracy of work.
• Workload split approximately 40% limited company accounts work, 30% bookkeeping work and 30% VAT work.

September 2015 – August 2016, Gowers Ltd, Accounts Assistant

Gowers is an established accountancy practice based in Kings Langley, Hertfordshire.

My role has been a bookkeeping, limited company accounts preparation, also engaging on audit engagements assisting in preparing Audit Reports. Responsibility for quarterly VAT Returns for a number of clients, Registration and De-registration for several clients. Administrative duties include answering telephone calls, diary management, responsibility for sending emails and letters to clients and HMRC. The key skills and duties include:

• Bookkeeping to ensure accuracy and reflect transactions of business, including journals, using SAGE predominantly
• Preparation of limited company final accounts from cashbook and trial balance, using IRIS Accounts Production software to produce final accounts, filing limited accounts with Companies House and HMRC.
• Payroll responsibilities for filing and administering monthly payroll for clients.
• Assisting on Audit engagements, including responsibility for audit tests and subsequent written reports.
• VAT Returns preparation, including submission with HMRC. VAT related administration for a number of clients (VAT Registration/De-registration/HMRC correspondence).
• Administrative responsibilities including telephone handling, responsibility for diary and workbook, using computerised system to manage clients correspondence trails and updating client files.
• Workload split approximately Accounts & Book-keeping (50%)/Audit (20%)/VAT(20%)/Personal Tax(10%)

2014-2015 Cruse Bereavement Care Hertfordshire - Voluntary Accounting Assistant

Cruse Bereavement Care is the leading charity specialising in bereavement within the UK.

My role alongside my last year of university was to volunteer weekly to undertake the bookkeeping duties, mainly cashbook preparation from bank records and expense reconciliation, producing monthly income and expenditure reports alongside helping prepare quarterly and annual reports for management.

Education

Royal Docks Business School, University of East London
BA Hons Accounting & Finance (ACCA accredited) 2013-2015

BPP London
Certified Accounting Technician/AAT
ACCA Level 4 Certificate in Accounting June 2011
ACCA Level 3 Certificate in Accounting June 2010

Fortismere Secondary School
2 AS Level including Law and Mathematics
8 A-C grade GCSE's including Mathematics (A), English (B), History (A*) and French (A)

Achievements

- First class degree classification BA (Hons)
- Level 2 Community Volunteering
- Certified Accounting Technician Exams (AAT equivalent)
- QuickBooks Core certified adviser (2019)
- Setting up a chess club at previous work

Interests/Hobbies

I am an avid chess player, and active tennis player in local leagues.
I also enjoy reading biographies in my spare time.

References

Available upon request