

CURRICULUM VITAE

SHIRLEY A MATTINGLY (MAAT)

QUALIFICATIONS:

Member of Association of Accounting Technicians (M0020747)

Qualified June 1992

BALANCING ACTS

JAN 2001 TO DATE

I work on a self-employed basis offering bookkeeping, accounting, payroll and business services. I have a number of clients for whom I complete weekly and monthly payrolls, day-to-day bookkeeping and monthly management accounts.

UPM MACHINERY SALES LTD

SEPT 1992 TO DEC 1994

I was employed as accounts manager for a manufacturing company based in Langley where I had responsibility for the following

- ◆ All the day-to-day functions in an accounts department – sales invoicing and receipts, purchase ledger and payments, bank reconciliation, speaking to suppliers and debtors on a regular basis.
- ◆ Completion of VAT returns
- ◆ Payroll, year-end returns for PAYE
- ◆ Monthly management accounts
- ◆ Preparation of accounts and information for the year-end audit.

JAN 1995 to FEB 1997

I was then appointed Company Secretary to the company with all the same responsibilities along with attendance and reporting at regular Board Meetings.

MARCH 1997 TO DATE

I now work for the company on a part time basis with an assistant to complete the day-to-day functions, who reports to me along with a part time credit controller. I now am more involved in ad hoc reporting on the company for the Directors and still have responsibility for

- ◆ Completion of monthly accounts
- ◆ Payroll
- ◆ VAT returns
- ◆ Liaising with the auditors on a regular basis.

ROBERTS MCLENNAN

DEC 1986 TO AUGUST 1992

I completed my AAT training with this firm of Chartered Accountants based in Woking, Surrey. Initially employed as a junior by the time I qualified I had been on several audits of small companies as the senior. I also had responsibility for a number of clients completing all their bookkeeping requirements, VAT returns etc, on a regular basis.