Sophie Malik

Assistant Accountant

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Summary

Assistant accountant with three years supporting purchase ledgers, bank reconciliations and month-end schedules in a small services group. Organises supporting documents, investigates differences and prepares clear working papers for accountant review.

Experience

Assistant Accountant, Example Wrenford Service Group

Feb 2024 - Present

Nottingham

- Prepare monthly bank reconciliations for four operating accounts and investigate unmatched entries with the accountant.
- Maintain purchase ledger records for approximately 240 supplier invoices each month, checking approvals and supporting documents before posting.
- Reduced outstanding supplier statement differences from 23 to 9 over two month-end cycles by tracking queries and confirming corrections.
- Prepare accrual and prepayment schedules with supporting calculations for review before journals are approved.

Accounts Assistant, Example Elmwick Office Services

Jun 2023 - Jan 2024

Nottingham

- Matched supplier invoices to purchase orders and referred quantity or price differences to budget owners.
- Updated the aged receivables report each week and recorded responses to payment enquiries.
- Filed invoice support and bank records using a shared naming convention for easier month-end retrieval.

Education

BA Accounting and Finance

2020 - 2023

Example Wrenford College

Skills

Accounting support: Bank reconciliations, Purchase ledger, Supplier statements, Accrual schedules

Tools: Excel, Xero, Pivot tables, Reconciliation workbooks

Working practices: Supporting evidence, Query tracking, Review handovers

Fictional sample from ResumeGuru. Names, employers and achievements are illustrative.
www.resumeguru.ai/resume-samples/assistant-accountant-resume-sample