

**Personal Information:**

Name: Tracy Govier

Title: Accounts Administrator

Email: tracyg@phpbs.co.uk

Contact Telephone: 0115 9877014 x 205

Professional Profile:

A highly competent and qualified Accounting Technician, who has significant experience of working to tight deadlines and on own initiative.

Work/ Industry Experience

Experience in all aspects of accounting, with an ability to

- Maintain all accounting recovery for sales purchase and nominal ledger transactions
 - Carry out credit control
 - assisting with the preparation of accounts;
 - receiving and settling invoices;
 - dealing with basic bookkeeping;
 - auditing external and internal work;
 - looking after all financial transactions, budgets and payroll;
 - monitoring staff and company expenses;
 - accounting for resources;
 - liaising with other professionals in the field;
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Technical Skills:

- AAT Technician