

Linda Peterson

West Drayton, Middx TW14 8YJ

Lindapeterson22@yahoo.co.uk 07916-900046

A highly competent Administration Manager with experience in retail and IT. CIMA Parts 1 and 2 qualified and has sound knowledge of all standard accounting and compliance processes. Operates within a dynamic environment covering support to business streams, currently managing payroll for over 2,000 people. Comfortable communicating within the business and to external agencies including HMRC. Has strong business sense and leads innovation through administrative process improvements. Manages areas of procurement, staff recruitment, financial analysis and reporting. Now looking for a new role as Office Manager in an interesting business.

Key Skills and Competencies

- Manages own budget and employee payroll of £10m pa
- Manages Service providers in IT: SLAs and performance review
- Familiar with all industry standard payroll systems (ADP Freedom, Ceridian Source, Sage, SAP)
- Project evaluation techniques: NPV, ROCE and IRR
- Strong leadership capability of small teams: recruit, develop and retain
- Loves challenges, working within a team and achieving goals

Career History

Office Manager

ABC Europe

2006 – Present

ABC Europe is a retail operation for branded clothes into high street outlets. My role has been to set up and run a new payroll service for the whole business. My key achievements have been:

- Recruited and trained a small team to manage the new operation: delegated responsibilities
- Processed a monthly payroll for circa of 2,000 employees, Managed five separate PAYE entities, across wholesale, retail and Irish, business turnover of UK 18M per year
- Set up, selected and engaged external providers for payroll services: PAYIT selected
- Designed and implemented process improvements to ensure efficiency through automation and electronic interfaces HR to Payroll: eliminates double entry work and created effective interfaces. Actively involved in data migration and mapping, agreeing test plan and executing test activities with PAYIT while continuing to process existing payrolls for Woodcraft Clothes.
- Managed successfully the Woodcraft TUPE for severance payments: clearance from HMRC
- HMRC tax inspection conducted in April 2015, successfully completed clean review, able to demonstrate returns filed on time, returns accurate and completed, evidence to support the changes from one year to next
- Completed Year End Payroll processes including (P60 and P35) Annual Reconciliations and Submission to HMRC and balancing of all Payroll Accounts, including P11D'S and PSA
- Managed project to enable on-line Pay slips become instantly available to employees 24/7, cost saving on business postage/packaging and more environmentally friendly

Accounts Payable and Payroll Supervisor**Woodcraft****1996 – 2006**

Joined Woodcraft in 1996. Responsible for three key areas of business as company grew and expanded over four year period.

- Management of the Accounts Payable and Expenses function
- Verifying Invoices in accordance with company policies and procedures
- Preparing payments for approval and ensuring these are paid on time
- Reconciliation of supplier/employee statements and payment clearing accounts
- Preparing and processing foreign bank transfer, preparing monthly forecast

Fixed Asset Controller**Desktop (UK) Ltd****1986 – 1996**

Joined Desktop as a trainee in July 1986, assisting the accountant and chief cashier. Took on a permanent position offered by the Senior Finance Manager following successful completion of the Diploma and appointed as Fixed Asset Controller in 1991 reporting directly to the Senior Finance Manager. Major accomplishments include:

- Developed reports for Senior Management on a monthly basis
- Liaised with Finance Directors, IT Managers and Senior Level Management for asset issues
- Assisted the IT Programmer in developing report and implementing the new fixed asset system
- Assisted Corporate Audit Team and External Auditors with audit reviews through the year
- Reduction of database by 7,000 items
- Reduced “lost” asset value. Controlled the movement of assets at Desktop sites
- Preparation of draft policies and procedures controlling movement of fixed assets
- Supervised shipping of high value equipment to other countries ensuring the UK export compliance policies were followed correctly

Qualifications and Training

CIMA Parts 1 and 2

ADP Payroll , Payroll Diploma, Ceridian payroll

Management Team Building and Development, ADP EZLM Time and Attendance

BTEC National Certificate Diploma – Business and Finance – Passed with Distinctions

Educated to GCSE Standard: 6 passes including Maths and English

Modern Language Certificate in French

Microsoft Word, Excel, PowerPoint, ADP Freedom, Centre file Payroll, Ceridian Payroll, Softcom-Irish, Aegon- Pension, SAP general accounting.

Personal

Enjoys walking, family activities, running a marathon and organizing Community Projects