

BOOKKEEPER

Neil Cartwright

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Bookkeeper with five years of experience managing accounts for SMEs across retail, hospitality, and construction. Currently handling the full purchase-to-pay cycle for a group of 14 restaurants turning over £8.6 million a year. Comfortable working independently and used to juggling multiple clients at once.

EXPERIENCE

Feb 2023 – Present

Bookkeeper, Loungers plc, Bristol

Sole bookkeeper for a cluster of 14 Lounge and Cosy Club sites across the South West.

- Process **£720,000+** in monthly supplier invoices across food, drink, and facilities vendors
- Reconcile 14 separate bank accounts and 3 credit card accounts weekly — average discrepancy rate under **0.3%**
- Prepare monthly management accounts and VAT returns for the regional finance director
- Identified **£18,400** in duplicate supplier payments during the first 6 months, set up a three-way matching process to prevent recurrence

Mar 2021 – Jan 2023

Accounts Assistant, Hargreaves Lansdown, Bristol

Part of a 6-person accounts payable team processing invoices for one of the UK's largest investment platforms.

- Processed an average of **340 invoices per month** across technology, marketing, and facilities spend
- Managed the corporate credit card reconciliation for **85 cardholders**
- Assisted with year-end audit preparation — collated documentation for **£4.2 million** in accruals

Jan 2020 – Feb 2021

Junior Bookkeeper, Aardvark Accounting, Bath

Bookkeeping practice serving around 45 small business clients in Bath and North East Somerset.

- Maintained Xero and QuickBooks records for **12 clients** including sole traders, partnerships, and limited companies
- Prepared bank reconciliations, CIS returns, and quarterly VAT submissions
- Took over a backlog of 8 months of unreconciled records for a construction client and brought them current within **3 weeks**

EDUCATION

Sep 2020 – Jun 2022

AAT Level 4 Diploma in Professional Accounting, Association of Accounting Technicians, Bristol

Completed while working full-time. Covered financial statements, budgeting, management accounting, and business tax.

Sep 2017 – Jun 2019

A Levels in Maths, Business Studies, Geography, City of Bristol College, Bristol

Grades: Maths (B), Business Studies (B), Geography (C).

SKILLS

Xero • QuickBooks Online • Sage 50 • Bank Reconciliation • VAT Returns (MTD) • Accounts Payable & Receivable • Microsoft Excel (VLOOKUP, Pivot Tables) • Payroll Processing • CIS Returns • Management Accounts Preparation

CERTIFICATIONS

Sep 2022 – Sep 2026

AAT Licensed Bookkeeper, Association of Accounting Technicians

Mar 2021

Xero Advisor Certified, Xero

LANGUAGES

English (native)

PROJECTS

Apr 2023 – Aug 2023

Xero Migration – Loungers plc (South West Region)

Led the migration of 14 site accounts from Sage 50 to Xero.

- Mapped **320+ nominal codes** to a simplified Xero chart of accounts
- Migrated 2 years of historical data with zero balance discrepancies on go-live
- Trained 6 site managers on expense submission through Xero's receipt capture app

Duplicate Payment Audit – Loungers plc

Reviewed 18 months of supplier payment history to identify duplicates and overpayments.

- Found **£18,400** in duplicate payments across 23 suppliers
- Recovered **£14,200** through credit notes and direct refunds
- Implemented a three-way matching process that reduced duplicate risk to near zero

REFERENCES

Sarah Pickering

Regional Finance Director, Loungers plc, sarah.pickering@loungers.co.uk, +44 7700 900 412

Tom Ashworth

Director, Aardvark Accounting, tom.ashworth@aardvarkaccounting.co.uk, +44 7700 900 556

EXTRA CURRICULAR ACTIVITY

Apr 2022

Treasurer – Bristol South Running Club

Manage the club's finances including membership fees, race entry income, and kit orders. Annual turnover of around £9,000 across 180 members.