Somerset Consult

CURRICULUM VITAE
LISA GASKIN

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London
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BRIEF SUMMARY

Lisa has over ten years accounting experience in a variety of different sectors. Since joining Somerset Consult in April 2019, she has managed the company's Accounting and Human Resources. Lisa is organised, proactive, efficient and committed to ensuring a smooth process at all times.

Lisa assists with the developing business practices and ensuring compliance is met at all times.

CORE SKILLS / PACKAGES USED

- Microsoft Word, Excel, Outlook, PowerPoint
- Sage Line 50, Accountancy Package
- MYOB, Accountancy Package
- Goldmine, CRM Database
- Prospect Soft, CRM Database

April 2019 – Present
Somerset Consult – Accounts and HR Administrator

Since joining Somerset Consult Lisa has managed the company's Accounting and Human Resources.

Her roles include but are not limited to:

- Planning and delivering training, including new staff inductions;
- Developing HR planning strategies, which consider immediate and long term staff requirements;
- Promoting equality and diversity as part of the culture at Somerset Consult;
- Developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
- Advising on pay and other remuneration issues, including promotion and benefits;
- Undertaking regular salary reviews;
- Administering payroll and maintaining employee records;
- Dealing with grievances and implementing disciplinary procedures;
- Creating spreadsheets and updating all client record information;
- Management of accounts;
    - Billing administration including raising and sending of invoices;
    - Management of recording and filing of expenses.
- General Administration;
    - Answering phone calls;
    - Greeting clients;

- Printing, copying and scanning; and
- Filing of documentation.

May 2018 – Present
Little Birds Childcare, Office Manager/Administrator

Currently I am responsible for the administration of a childminder/micro nursery, based in Oxted. Joining at a point of a rapid increase in business, for a small family business, I was given the position of taking over all administration duties from banking to HR. I have been key in adding structure and organisation to all areas of the business, i.e. creating a new billing/recording system (Excel), timetables, rotas, customer database etc.

- Raising/recording/managing client contracts;
- Data Entry - Imputing & updating all client information;
- Billing Administration - raising/sending invoices, credit control;
- Banking - recording payments;
- HR - maintaining all staff information, arranging DBS checks etc;
- Responsible for handling all confidential/personal files & documentation;
- Creating & updating of filing & billing recording systems;
- Creating & updating all Policies & Procedures, as per the EYFS; and
- Expenses - recording & filing of expenses.

August 2015 – May 2018
Compelling Copywriting Limited, Office Manager/Administrator/PA

Here my role was varied, within a small copywriting company. I was the main point of contact for the office, dealing with all customer enquiries, & management of day to day running of office.

September 2012 – August 2015
Redford & Co Limited, Office Manager/Administrator/PA

Broad ranging role for a well-established accounting firm based in London. Main point of contact for the office, dealing with all customer, supplier, IT, etc, enquiries, general gate-keeper. Management of day to day running of office, credit control and more.

EDUCATION

- GCSE Qualifications (Awarded 1998 – 2003)
  A – C including Maths and English
- Paediatric Trained
- Childcare and Safeguarding Certification

REFERENCES

References can be provided on request.