### Julie Lynne Cadzow Lord

153 Scott Street Phone 454 4043

Waverley Mobile 027 224 8888

Dunedin 9013 Email weejules.indn@gmail.com



**Personal Profile**

I am a mature, honest, reliable and dedicated employee with a wide range of clerical skills to bring to your business.

**Employment Experience**

I am experienced in various clerical skills ranging from debtors, creditors, payroll, portfolio reconciliations, ledger overview, inter-departmental charge outs, school auditing, individual and small business accounts/taxation. I have computer software experience with Xero, NCS/MagiqAccPac, MYOB, Quickbooks, Sagepac, Attache7, Banklink, online banking along with Microsoft Word and Excel.

**Professional Goals**

Be able to meet new employment expectations and exceeding these, including furthering my career and utilise my tertiary studies.



**Employment History**

Jul 15 to Nov 18 **School Support Limited –** financial division **Client Manager for (up to) 15 clients**

* Daily management of client bank accounts including transferring money, paying bills, etc (up to 60 accounts with values ranging from tens to hundreds of thousands of dollars and liaising with bank management.
* Creditors input and payment on a fortnightly basis.
* GST returns
* Did monthly financial reporting-P&L, Balance Sheet, etc
* Maintained fixed asset registers
* Input budget figures
* Did the Annual Report for each client for the Ministry of Education.
* Worked with auditors for filing of the above reports.
* Provided support and advice to clients regarding financial matters.
* Software used **Excel, NCS (Napier Computer Systems/Magiq) and Xero**

Sept 14 to Jul 15 **Presbyterian Support Otago**

* kitchen cleaning, miscellaneous computer tasks

Mar 10 to May 15 **European Auto Services Ltd – Accounts Administrator**

* Debtors & creditors data processing on **MYOB**
* Payroll on excel and IRD returns
* GST and financial overview

Dec 09 to Mar10 **Bachop Visual Imaging Ltd – Accounts Administrator**

* Creditors and debtors data processing on **Quickbooks**
* Payroll on excel and IRD returns,
* GST and financial overview

Jul 07 to Oct 09 **Hawksbury Community Living Trust-Accounts Administrator**

* Creditors imputing, reconciling, data transfers, etc, on **AccPac**
* Residents funds reconciliations on **Quick Books**
* Analysing cashbooks into **Banklink** and **excel**
* Debtor invoicing on **excel**
* Payrolls on **SagePac** and **Attache7.**

Feb 05 to Jun 07 **Masters & Associates-Accounts Administrator**

* Creditors and debtors data processing on **MYOB**
* Banklink coding and transfers, bank reconciliations on **MYOB**
* Payroll- maintaining and processing client payrolls.

Sept 01 to Nov04 **Adams Accessories Ltd-Accounts Administrator**

* Debtors and creditors data processing on **MYOB**
* Bank reconciliations, PAYE and general office duties.

Jan 99 to Nov 00 **Cook, North and Wong-Accounting Technician**

* School auditing, taxation returns and small business accounts.

**Testimonials are attached.**

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**Volunteering Otago**

*Feb 19 to present*

**PSS Op Shop on St Andrew**– putting out stock and serving customers.

**Dunedin Curtain Bank** – altering drapes and other sewing tasks.

*Nov 13 to present*

**Age Concern** – accredited visitor – visiting an Age Concern client.

*Nov 13 to Jul 15*

**Marne St Hospital** – activity assistant’s aid and a volunteer visitor with patients.

**PSS Foodbank** – sorting food donations and making up food parcels

**Dunedin Curtain Bank** – altering drapes and other sewing tasks.



**Education**

2001-2004 **New Zealand Diploma in Business (6/12ths)**

* 100 level Accounting Principles, Accounting Practices and Introduction to Commercial Law.
* 200 level Financial Accounting, Taxation and Business Finance.



**Leisure Interests**

I enjoy walking, cycling, gardening, cooking and sewing. I play social badminton during the autumn/winter.

From 2005 to 2013 summer seasons I have coached and managed softball for the Saints Softball Club.

