

# **KAREN HERRICK-BLAKE**

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www.brighter-bookkeeping.co.uk

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**ACCA affiliate with 7 years experience working as an accountant in a highly respected accountancy practice, using Sage, Iris and Excel accounts packages. Now fulfilling a long term ambition and running my own business providing high quality professional management accounts and bookkeeping services.**

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## **KEY SKILLS & EXPERIENCE**

- ◆ Full accounts preparation, including statutory and management accounts.
- ◆ Accounts to trial balance, with complete working papers provided for accountants.
- ◆ Sage 50, Iris, Excel and manual bookkeeping.
- ◆ Bank, sales and purchase ledger reconciliation.
- ◆ VAT Return preparation and submission.
- ◆ Payroll and CIS administration and reconciliation, using Sagepay and 12Pay.
- ◆ Sales and purchase ledger control, including invoice preparation and remittance administration.
- ◆ Credit control services, including chasing payment arrears.
- ◆ Qualified business analyst able to develop and implement efficient and effective business and financial procedures, reporting and IT systems.
- ◆ Experienced in Excel spreadsheet/report design and Excel macro programming.
- ◆ Organised, enthusiastic and hard-working, with a positive and cheerful attitude.

## **CAREER HISTORY**

### **Brighter Bookkeeping, Leamington Spa Proprietor**

**Apr 2013 - Date**

- ◆ Fulfilling a long term ambition to set up and run a bookkeeping business providing high quality professional bookkeeping services, as detailed above.
- ◆ Due to many years experience of working as an accountant and as a business analyst, have full understanding of key business financial information requirements and the different information requirements for statutory accounts and tax returns.
- ◆ Now managing an expanding client base, working with clients from a variety of different business sectors.

### **Murphy Salisbury, Stratford Upon Avon Accountant**

**Oct 2005 - Apr 2013**

- ◆ Produced full statutory accounts from client records, on Iris and Excel, for small and medium sized businesses, ensuring that any taxation, legal and compliance issues were treated correctly.

- ◆ Produced VAT Returns and management accounts for clients, using Sage 50, Excel and manual bookkeeping systems, as required.
- ◆ Communicated with clients from many different business sectors and backgrounds, ensuring that they understood the business and financial implications of their accounts information.

**Accounts & Returns, Warwick  
Senior Accounts Advisor**

**May 1997 - Oct 2005**

- ◆ Responsible for the provision of full bookkeeping services, including management accounts, VAT returns, payroll and credit control to a wide variety of small businesses.
- ◆ Supervised bookkeeping staff taking responsibility for the quality of the work produced, including checking, quality control, training, allocating workloads and determining profitable pay rates.
- ◆ Trained staff and clients on accountancy procedures and the in-house accounts package.
- ◆ Developed and maintained the in-house accounts package and management information systems.

**Warwickshire College, Leamington Spa  
HNC Visual Communication (part-time)**

**Sep 1996 - Jun 2000**

**Coventry Building Society, Coventry  
Project Manager**

**Sep 1994 - Sep 1996**

- ◆ Developed business plans for cost saving changes and ensured they were implemented successfully, as part of a 2 year change management program.
- ◆ Successful projects included the set up of the Postal Savings Unit, improvements to the Customer Service Department and reduced cash holdings in branches.

**Bradford & Bingley Building Society, Leamington Spa  
Business Analyst**

**May 1992 - Sep 1994**

- ◆ Reviewed office systems and procedures and recommended improvements.
- ◆ Developed Excel spreadsheet business models which predicted staffing and resource requirements.

**Systems Analyst**

**Jul 1990 - May 1992**

- ◆ Produced systems analysis and specification for the reporting system of the mortgage arrears monitoring database, as part of the systems development team.
- ◆ Provided quality assurance analysis to IT Department.

**QUALIFICATIONS**

- ◆ ACCA (Association of Chartered Certified Accountants)
- ◆ BTEC HNC Visual Communication (Film and Animation)
- ◆ Institute of Management Services Diploma (Business Management and Analysis)
- ◆ 3 A-levels
- ◆ 9 O-levels