

**THERESA RADCLIFFE**

Bookkeeper / Accounts Assistant

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07790033968

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**Professional Profile**

Bookkeeper and Accounts Assistant with 15 years' experience of accounting and financial administration, including: billing and cash-flow management; bank reconciliation; creation and issue of formal quotes; collation of Purchase Orders; issuing invoices; debt and credit reconciliation; PAYE and bill payment; preparing year-end company accounts; and, VAT returns.

I currently act as Company Secretary for an Ecological Consultancy. This role comprises comprehensive financial management, and involves day-to-day administration of the business to ensure smooth operations and the delivery of prompt, accurate advice to clients. My duties extend to GIS mapping, data collation and management, filing, copy-typing, diary organization, maintaining good relationships with our customers and suppliers, and PR.

**Core Skills**

- Proficient in the use of Xero accounting software
- Competent in the use of Sage accounting software
- Data-management using Excel
- QGIS – data collation and mapping
- Bookkeeping and financial administration
- Invoicing
- Bank reconciliation
- Management of business cash-flow
- VAT returns
- PAYE processing
- Office administration
- Business administration
- Diary management
- Client liaison

**Qualifications**

- **AAT Level 4 Accounting** – (in progress) Petroc College, Barnstaple
- **AAT Level 3 Accounting** – Petroc College, Barnstaple
- **AAT Level 2 Accounting** – Petroc College, Barnstaple
  
- **NVQ Level 4** – Retail Operations
- **NVQ Level 3** – Retail Operations
- **NVQ Level 2** – Retail Operations

## **Current role**

Company Secretary at Andrews Ecology Ltd, providing part-time financial, administrative, and operational support to ensure the smooth, efficient, and profitable day-to-day running of the consultancy.

I play a key role in maintaining business continuity, supporting professional delivery, and enabling the effective use of specialist ecological expertise. I have responsibility for coordinating project resourcing and scheduling, maintaining accurate administrative and financial records, and ensuring that projects are progressed and administered efficiently from enquiry through to completion.

With over 15 years' experience working within a consultancy practice, I am frequently the first point of contact for clients, regulators, academics and suppliers, and always represent the business in a professional, courteous, and cheerful manner.

I am well organized, punctual, and methodical, with a careful and thorough approach to my work. I take pride in delivering consistently high standards of administrative accuracy and customer service, and I actively support colleagues in achieving business objectives. I respond positively to constructive feedback and proactively review my own working practices, implementing refinements to improve efficiency, clarity, and reliability.

I bring a calm, patient, and professional manner to my role, and have the experience and maturity to maintain composure under pressure, manage competing priorities, and deal diplomatically with sensitive issues or disputes when they arise.

I am dependable and conscientious, with an exemplary attendance record, and hold a full UK driving Licence.

As the consultancy restructures and my responsibilities evolve, I am now seeking a new role with a stronger focus on bookkeeping and accounting, where I can apply and further develop my financial and administrative expertise.

## **Referees**

- **Henry Andrews MSc MCIEEM MRSB** – (Current employer)  
Director and Ecologist of AEcol  
**Email:** henry.andrews@aecol.co.uk
- **Elizabeth Lewis** – (Character reference)  
Faculty manager of academic studies at Petroc College  
**Email:** liz.lewis@petroc.ac.uk