

ALEXA STRIPE

Financial specialist with 6+ years' experience who adapts seamlessly to constantly evolving accounting processes and technology; specialising in optimising processes, intercompany/financial accounting, tidying up ledgers including resolving historical account discrepancies and migration to new finance software. Adept at month end/quarter/year end close, financial analysis, training and supervising employees, budgeting and forecasting. Effective at building rapport with internal and external contacts (suppliers, clients and auditors) and maintaining excellent relationships.



WORK EXPERIENCE

02/2021 – Present

European Molecular Biology Ltd | Heidelberg

ACCOUNTS OFFICER (FTC)

- Balance sheet reconciliations including processing of daily bank transactions for multi-currencies (x4)
- Supported audit (Swiss GAAP) and ad-hoc financial analysis

05/2019 – 05/2020

Petrofac Facilities Management Ltd | Aberdeen

ASSISTANT ACCOUNTANT (FTC)

- Completed the intercompany process including billing, agreement of balances with other international entities, reconciliation and reporting in Hyperion (HFM)
- Improved expenses submission process thereby reducing time spent on review by 95%
- Streamlined procedures, wrote procedure manuals, and designed process maps
- Maintained fixed asset register
- Coached, supervised, and trained 2 new senior employees
- Month-end/year-end closing activities (IFRS/UK GAAP) including balance sheet reconciliations, reporting to Head of Finance and journal entry preparation (accruals & prepayments) in line with internal controls
- Supported bi-annual audit, budgeting process and ad-hoc financial analysis

04/2018 – 04/2019

Mintra Training Portal Ltd | Aberdeen

FINANCE ASSISTANT (FTC)

- Audited the bespoke accounts software (Abacus) and discovered errors, then corrected the errors and recovered £100,000 for the business
- Coached and trained 2 new employees: and managed accounts payable/accounts receivable
- Responsible for full accounting process including debt collection
- Assisted with month-end/year-end closing activities (IFRS/UK GAAP)
- Audited and correction of supplier/client data to enable migration to Maconomy ERP and Sage 200
- Completed account analyses (e.g. AP/AR) and multi-currency reconciliations (banks), sales reports and journals for accruals and prepayments for month end closing
- Quarterly tasks including KPI reports, VAT returns (including UAE VAT), EC Sales List and Sales Report

PERSON

Name Alexa Stripe

Location Heidelberg

Telephone Upon request

E-Mail alexastripe@alexastripe.eu

Website www.alexastripe.eu

Nationality German and British

LANGUAGES

English Mother Tongue

German Fluent (B2/C1)

CORE

COMPETENCIES

- **Balance Sheet Reconciliations**
- **Financial Closings**
- **IFRS**
- **UK & UAE VAT**
- **Intercompany Accounting**
- **Debt Collection**
- **Cashflows**
- **Budgeting**
- **Process Optimisation**
- **Accounts Receivable**
- **Accounts Payable**
- **Financial Analysis and Reporting**

IT-SKILLS

- MS Office – Word, Excel, PowerPoint, Outlook
- Lexware
- SAP
- Oracle ERP
- HFM
- Sage 50 & Sage 200
- Microsoft Dynamics

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06/2017 – 02/2018

The Breadmaker | Aberdeen

ACCOUNTS ASSISTANT (FTC)

- Improved the order system from a manual word document to a spreadsheet for more efficient ordering
- Streamlined collections process, moving accounts with the highest balances of £5k from payment in 150+ days to payment in 60 days through customised payment plans and dramatically improved company cash flow
- Daily bookkeeping, processed customers' orders, credit/debt control and customer liaison

11/2015 – 11/2016

Stripes Solicitors Ltd | Manchester

ACCOUNTS ASSISTANT (FTC)

- Troubleshoot 10 years of historical data to facilitate correction of erroneous accounting system post migration to new accounting software that had been implemented before I arrived
- Prepared quarterly VAT returns and completed monthly management accounts
- Daily bookkeeping including Purchase Ledger, Sales Ledger, General Ledger postings, bank reconciliations and daily payment runs (in line with SRA rules)
- Wrote and updated office procedures and implemented new filing systems

09/2015 – 11/2015

Office Angels | Aberdeen

ADMINISTRATOR/RECEPTIONIST (FTC)

03/2015 – 06/2015

JDD CAs | Aberdeen

ACCOUNTS, AUDIT AND TAXATION ASSISTANT (FTC)

- Trained clients at their sites on Sage 50
- Responsible for the firm's management accounts and bookkeeping
- Produced statutory accounts for clients and submitted them to Companies House and HMRC, including lodgement of corporation tax returns (CT600)
- Completed Personal Tax, Corporation Tax and VAT returns

01/2014 – 02/2015

Williamson & Dunn CAs | Aberdeen

TRAINEE ACCOUNTANT

- Produced statutory accounts (UK GAAP/IFRS) for sole traders, partnerships and limited companies with accompanying year-end working papers
- Basic audit experience including walkthrough tests and payroll testing

05/2013 – 11/2013

The Grant Considine Partnership | Banchory

ACCOUNTANCY TRAINEE

- Produced the year-end financial accounts, including analysis for the accompanying schedules for sole traders, partnerships, limited liability partnerships and limited companies

EDUCATION

ACCA Diploma in Accounting and Business (F1-F3, F3 passed)

09/2020 – Present

AAT Foundation Certificate in Accounting with Merit and Bookkeeping

03/2019 – 08/2020

BACHELOR OF SCIENCE (Honours) Mathematics

Heriot-Watt University

09/2008 – 06/2012

CERTIFICATIONS

Fachdeutsch C1 online, BWL Collegium

Palatinum | Heidelberg

05/2021 – Present

eSchreiben B2 und eKonversation C1 Online

Sprachenzentrum/ Universität Wien

07/2020 – 08/2020