

Carter Davis AATQB

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PERSONAL PROFILE

Ambitious and motivated Accounts Assistant, holding both an AAT bookkeeping qualification and a First Class Honours degree in Computing. Currently aspiring to achieve chartered accountant status, I leverage strong technical skills from my computing background to bring a unique and analytical perspective to an accounting team.

WORK EXPERIENCE

Grand Pier – Accounts Assistant | August 2024 - Present

- Processed up to 200 monthly purchases invoices using Sage 50, ensuring accurate nominal coding and tax codes.
- Maintained accurate financial records by performing regular bank and control account reconciliations.
- Supported the monthly supplier payment run by verifying outstanding balances and resolving any discrepancies
- Prepared income journals and reports for varying income streams such as arcade machines, gift shops, food outlets, multipurpose prepaid cards and ticketed events.
- Prepared monthly management accounts & MGD returns for manager review.
- Verified VAT returns to ensure compliance with VAT partial exemption rules.
- Developed VBA macros to introduce automation within our data manipulation tasks and using API calls within Excel to reduce manual data entry.
- Introduced new, efficient processes to simplify and reduce the average time taken to complete the month end process by over a day.
- Processed end-to-end payroll accurately for three businesses using Brightpay & Sage 50 Payroll.

Grand Pier – Ride Operator & Retail Assistant | February 2023 - August 2024

- Gained exposure to customer service by greeting customers, answering their queries and rectifying customer complaints during the busy holiday season.
- Processed transactions using the till, accurately handling cash and providing counts at the end of the day.

EDUCATION

University of the West of England | September 2022 - May 2025

BSc (Hons) Applied Computing - First Class Honours

Halesowen College | September 2020 - June 2022

OCR Level 3 Extended Diploma in IT - Distinction* Distinction* Distinction

Sandwell Academy | September 2015 - June 2020

10 GCSEs (Grades 9-4) including English, Maths, Computer Science and Business

PROFESSIONAL QUALIFICATIONS

AAT Level 3 in Bookkeeping - Distinction

TECHNICAL SKILLS

- **Accounting Systems:** Sage 50 Accounts, Quickbooks, Xero
- **Payroll Systems:** Sage 50 Payroll, BrightPay
- **Data & Analysis:** Excel (Pivot Tables, Power Query, XLOOKUP, DGET), VBA, R, SQL, Power BI