ferielalili5@gmail.com • 07375-546464
LinkedIn • London, England

Feriel Alili

Accounts Assistant & Manager

Dynamic Accounts Assistant and Manager with over seven years of experience in financial operations within the hospitality and construction sectors. Adept at streamlining processes, ensuring regulatory compliance, and managing budgets to optimise performance. Highly skilled in reconciliation, reporting, and managing deadlines in fast-paced environments. Multilingual in English, French, and Arabic, facilitating effective communication across diverse teams. An MBA graduate with strong expertise in strategic decision-making and leadership, ready to deliver exceptional financial management and drive success in a forward-thinking organisation.

Areas of Expertise

- Financial Management & Planning
- Account Reconciliation & Analysis
- Financial Reporting & Documentation
- Technology Proficiency: Xero, Sage, Access, Dext, ApprovalMax, Yardi, 3S POS and Microsoft Suite
- Budgeting & Forecasting
- Stakeholder Collaboration & Communication
- Process Optimisation & Workflow management
- Regulatory Compliance & Audit Coordination
- Multilingual Communication & Team Leadership

Professional Experience

Accounts Payable Specialist, IQSA Services Ltd, London Bridge, UK **Oct 2024 – Current**

- Liaise with suppliers to make payments in a timely manner.
- Support in the distribution of invoice register KPIs, working closely with key stakeholders to reduce outstanding invoices.
- Reconcile supplier accounts to periodic supplier statements monthly and resolve differences.
- Preparation and coordination of manual payments, including supplier call-backs.
- Liaising with internal teams on the status of payments, purchase orders and invoices.
- Complete Direct Debit mandates and credit application forms.
- Support the delivery of on-site regular training on purchase orders and payment processes across our UK property portfolio.
- Work closely with the Procurement team to assist supplier onboarding.
- Assist end users with coding, workflows, display types, expense types, transaction types and VAT rates.
- Year-end audit support and liaising with auditors.

Accounts Payable Accountant, Bamford Collection Ltd, South Kensington, UK **Jan 2024 - Aug 2024 (Redundancy)**

- Match invoices to purchase orders, trackers, and stock systems for accuracy in billing and inventory management.
- Ensure adherence to company procedures and authorisation rules during invoice processing for financial compliance.
- Assign nominal ledger coding to invoices to facilitate accurate accounting and expense tracking.
- Process employee expense claims in line with company policy to ensure proper reimbursement and expense management.

- Prepare weekly BACS runs along with necessary documentation for efficient electronic fund transfers.
- Allocate payments to suppliers based on approved invoices to maintain vendor relationships and financial integrity.
- Manage supplier administration and account setup to facilitate smooth transactions and communication.
- Handle direct debit management for supplier payments, ensuring timely and accurate transactions.
- Liaise with suppliers and internal teams to resolve queries promptly and maintain smooth operations.
- Reconcile monthly supplier statements with company records to identify discrepancies and ensure accuracy.
- Generate month-end creditor reports and reconcile accounts to provide clear insights into financial obligations.

Assistant Management Accountant, EL&N London, Knightsbridge, UK **April 2021 –November 2023**

- Managed multiple financial transactions, including sales, purchases, payments, and receipts to mitigate potential losses.
- Maintained account payables and receivables to ensure smooth cash flow.
- Conducted reconciliation of bank statements to identify unusual transactions.
- Oversaw general ledger management and control business activities for accurate Profit and Loss (P&L) records.
- Performed payroll duties to ensure timely and accurate employee payments.
- Organised and maintained detailed company records, including receipts, invoices, bank statements, and payrolls.
- Assisted in budgeting to comprehend and establish financial stability.
- Positioned company for sustained growth by conducting competitive analysis and informing strategic decision-making, whilst diving significant market share expansion.
- Designed and set strategic plans and goals in collaboration with higher administration to instigate business progression and employee productivity.
- Oversaw and ensured tax-compliant business activities to enhance growth and avoid legal complications.
- Fostered customer inquiry management to build brand reputation and enhance client retention.

Bookkeeper and payroll assistant (Camden Group, Neat meat Burger Co Ltd, Brother Marcus Ltd, EL&N Ltd)

January 2019 -- March 2021

- Managed invoices from suppliers, verified accuracy and approve for payment, processed supplier payments promptly.
- Billed guests for services, followed up on outstanding invoices, reconciled AR balances and resolved discrepancies.
- Calculated and disbursed employee wages, deducted and remitted payroll taxes, ensured compliance with employment laws.
- Generated income statements, balance sheets, etc.
- Compiled key performance indicators (KPIs).
- Presented reports to management.
- Developed annual budgets, monitor performance against targets, forecast future financial performance.
- Filed tax returns and stayed updated on tax laws and regulations.
- Ensured compliance with all requirements.

Bookkeeper, BR Rail, Brentwood, UK **April 2018 – December 2018**

- Recorded and processed invoices related to construction materials, subcontractors, and services.

- Monitored and categorised construction-related expenses, ensuring accurate allocation to specific projects.
- Calculated and processed payroll for construction staff, including subcontractors, adhering to industry-specific regulations.
- Maintained detailed records of project costs, tracking expenses against budgets for construction projects.
- Ensured proper handling of VAT for construction-related transactions and prepared relevant documentation for compliance.
- Communicated with suppliers and vendors in the construction industry, reconciling statements and resolving discrepancies.
- Regularly reconciled construction-related bank accounts to ensure accuracy in financial records.
- Generated and provided financial reports specific to construction projects, offering insights into financial performance and project profitability.
- Assisted in the preparation of budgets for construction projects, providing financial forecasts and variance analysis.
- Maintained and organised compliant records of financial transactions, invoices, receipts, and other documentation relevant to construction accounting.

Quality Control Auditor, Algiers Port Company, Algiers, Algeria **Mar 2013 – Oct 2016**

- Improved quality assurance and control through cross-collaborations with multiple teams from operations, logistics, and safety departments.
- Ensured robust complaint and incident management in addition to supervising Non-Conformances (NCs) to mitigate standard deviations.
- Fostered continuous process optimisation to achieve high-quality standards by enhancing safety and analysing underperforming zones.

Education

Master of Business Administration (MBA) and Finance (2018)
University of Wales Trinity Saint David – Swansea, UK

Bachelor of Business Studies (BBS) in Management (2012)
School of High Business Studies (EHEC) – Koléa, Algeria

Certification

Xero Certified Advisor (2019)

Quality control Auditor (2013)

Technical Proficiencies

Microsoft – Excel | PowerPoint | Outlook | Teams
Software – Xero | Sage | 3S POS | Access | Docuware | Dext | Approvalmax | Yardi

Languages

English – Fluent | French – Fluent | Arabic – Fluent