

# DAVID HUTTON

Bristol, United Kingdom

Tel: 07931 032332 | Email: David.Hutton93@protonmail.com

## PROFILE

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An enthusiastic, efficient, and organised accounting professional who thrives under pressure and enjoys a fast-paced environment. Significant experience across multiple industries including a private equity backed hospitality group, and a large multi-national organisation. Keen interest in hospitality, having experience in front of house management, supply chain, and development. Currently seeking a new challenge in a varied role where I can continue to develop my skills in an industry I am enthusiastic about.

I have a deep interest software development, keen to see how this can be applied across various sectors as I am passionate about evolving ideas to improve process efficiency and design.

## CAREER HISTORY

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### March 2023 – Current – Accounts Assistant – Edyn Group

- Managing various vendor enquiries across multiple jurisdictions.
- Manage all current and new vendor accounts, assisting with process improvement across the wider group.
- Preparation and compliance checks of high value payment runs across 5 countries.
- Awareness of specific country requirements, including tax, to ensure regulatory compliance.
- Reviewing expenses to ensure claims are within company policy.
- Working efficiently and accurately to complete month end tasks in line with reporting deadlines and to audit standards.
- Proficient use of Sage200 & assisted with the migration to NetSuite accounting software.

### April 2022 – March 2023 – Senior Accounts Assistant – Podpak

- Looking after customer and supplier ledgers ensuring any queries are quickly resolved.
- Producing weekly reports for business forecasting with comparison against historical data.
- Proficient use of Xero accounting software.
- Building and maintaining reports for procurement to monitor price changes affecting the business.
- Run and produce the monthly payroll, solving any queries.
- Capitalised on experience gained through software development course in assisting the IT department in migration of servers and infrastructure improvements.

### June 2021 – April 2022 – Senior Purchase Ledger Reconciliations Clerk – IVC Evidensia

- Ownership of the NON IVC ledger to help integrate business takeover into the wider IVC group.
- Processing weekly payment runs, ensuring that all are compliant with company and regulatory requirements.
- Achieved no outstanding credit balances over 60 days unless specific payment terms.
- Building and maintaining relationships with suppliers to resolve any discrepancies.
- Proficient use of Open accounts and DBCapture accounting software.
- Liaise with suppliers regarding any month-end to ensure completion of month-end statement reconciliations.
- Ensuring all tasks are completed to a high standard of quality, and the teams strict SLA is always adhered to.

### Oct 2018 – June 2021 – Purchase to Pay Assistant – Matthew Clark Bibendum

- Perform end-to-end process of supplier account reconciliations of 200+ accounts.
- Bringing the aged creditors from 3500 outstanding to less than 400.
- Identify queries and resolve any issues promptly.
- Creating and improving reports to provide detailed statistics of the ledgers.
- Proficient use of JDE and Documation accounting software.
- Excel to a high standard with use of lookups, pivots, indexing and macros.
- Ensuring weekly payment runs are within budget and executed on time.
- Proactively pursued and collected outstanding £300k debt previously written off.

## **May 2018 – Sep 2018 – Travelling Europe and Southeast Asia**

### **Jul 2017 – Apr 2018 – Finance Administrator - Space Engineering – Temp Role**

- Management and reconciliation of their database systems.
- Ensuring all accounting processes run efficiently.
- Created templates to enhance and improve the data entry process.

### **Dec 2016 – Jul 2017 – Barman / Waiting Staff - Townhouse**

- Ensuring customers were dealt with in a friendly and professional manner for the entirety of their visit.
- Taking care of any enquires or issues that occurred.

### **Apr 2014 – Oct 2016 - Composite Technician - Ipeco Composites Ltd**

- The lay-up of a wide variety of fibre components for the aerospace industry.
- Working under pressure to meet tight deadlines to keep up with production on Boeing, Rolls Royce, and Airbus composites.
- Performing to a premium standard.
- Improved processes resulting in a 150% increase in productivity with enhanced quality control.

### **Apr 2012 – Mar 2014 - Restaurant Manager - OHH Company**

Co-ordinated and led a team in a busy, popular restaurant in Bristol. Responsibilities included:

- Management and scheduling of staff, payroll, stock control, training, promotions and looking after customers during their visit, ensuring everything ran smoothly.

## **EDUCATION**

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### **2024 – Current - City of Bristol College**

L5 Web Development Applications

### **2021– Kaplan Financial**

January – June 2021 - AAT: Distinction

### **2016 – 2017 - Access Training**

Professional Electrician Course – City & Guilds 2392 & 2395

### **2011 – 2013 - City of Bristol College**

IT – Software Development (Merit)

### **2005 – 2010 - Chew Valley Secondary School**

GCSEs: Maths – A, English – B, English Literature – C, Science – B, Additional Science – B, D&T Systems and Control – B, Geography – B, History – B

## **ACHIEVEMENTS**

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- Operation Wallacea – Raising money and working to help various charity projects in Honduras.
- Duke of Edinburgh Award – Completed Bronze Award.

## **INTERESTS**

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- Rowing, mountain biking, bouldering, exploring and keeping fit.
  - Enjoy discovering out how things work and the future applications of technology.
  - Getting stuck into a new challenge, having dismantled, fixed, and rebuilt a car engine without prior knowledge, and built multiple computers to my specification.
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**References available on request.**