

ANNELL ATHERLEY-LEWIS CA, CPA, CGA
Foul Bay, St Philip
572-4544 - Home / 243-5559 - Cell
annellatherley@gmail.com

PROFESSIONAL SUMMARY

A qualified, dedicated accounting professional with over thirty-five years' experience. Proven expertise in timeline management and the production of accurate information within various sectors. My expertise lies in my ability to effectively identify and resolve accounting issues and for achieving financial management objectives.

- Financial and Statutory Reporting
- Bank and Account Reconciliations
- Accounts Receivables & Payables
- Cash Management
- Internal Auditing

WORK EXPERIENCE

October 2019– March 2020

Young Estate – Temporary Assignment

- **Streamline accounting duties and function for more efficiency**
- **Update Bank Reconciliations and Vendor accounts**

October 2018 – September 2020

National Gas Company of Trinidad & Tobago – Temporary Assignment

- **Review Financial Statements for two IBCs.**
- **Liaise with External Auditors**
- **Liaise with Barbados Revenue Authority on Tax matters**
- **File Corporation Tax returns**
- **Perform Corporate Secretarial duties as required**

April 2018 – December 2018

Massy United Insurance Company Limited – Temporary Assignment

- Reconciliation of Cash Clearing accounts

January 2013 – May 2017

RBC Caribbean Corporation – Wealth management

Finance Administrator

- Preparation of bank reconciliations for several accounts.
- Responsible for cash management: - the upkeep of the “Daily Cash Position” file, deciding on and processing instructions for transfer of funds between accounts as needed.
- Preparation of regulatory and statutory returns for The Central Bank.
- Preparation of various Head Office reports.
- Detailed monthly review and reconciliation of balance sheet accounts, namely accounts receivables & payables, Intra-group receivables and payables and prepaid expenses.
- Ensuring that the trust and corporate sub-ledgers (Quick Books) are updated and reconciled to the general ledger.
- Reconciling trust and corporate client accounts by liaising with the trust officers where necessary.
- Preparation of Journal entries relevant to duties.
- Inputting of financial journals to the accounting system.
- Verification of journals prepared and inputted by others within the department.

April 2004 – November 2011

Hotel and Resorts Limited (Gems of Barbados)

Senior Accountant

- Preparation and analysis of the monthly Consolidated financial statements and reports.
- Assisted in the preparation of reports for The Board of Directors.
- Assisted in the preparation of the yearly budget.
- Set the deadline for and ensured that all required entries were posted to the general ledger.
- Supervised an Assistant along with accounting personnel at the three properties.
- Supervised the payables department and provided indirect supervision of receivables department.
- Prepared various audit schedules.
- Prepared corporation tax returns.
- Reviewed VAT returns and prepare on occasions.
- Cash management.
- Reconciliation of General Ledger accounts
- Reviewed bank reconciliations and prepared on occasions.
- Prepared Central Bank reports and surveys for Ministry of Finance.

October 2001 – March 2004

The Barbados Public Workers Co-operative Credit Union Limited

Audit Assistant

- Performed assigned financial and operational audits as directed by the Internal Auditor.
- Prepared working papers summarizing evidential data obtained and conclusions reached.
- Documented deficiencies and recommended corrective action.
- Prepared reports for review by the Internal Auditor.
- Assisted the Internal Auditor in identifying business processes in need of re-engineering.
- Developed compliance testing and re-engineering audit programmes for approval of the Internal Auditor.
- Selling/cross selling the organization's products and services.

April 1994 – October 2001

The Barbados Water Authority

Accounts Officer – Private Development/Capital Projects

Private Development

- Gathered and recorded all information relating to private development job costs in a systematic manner.
- Prepared monthly summaries in respect of private development cost (materials-stores, direct purchases, labour and overheads).
- Prepared reports as required.
- Prepared and maintained a file for each private development job.
- Prepared and sent bills to the developers on completion of the jobs; and interim bills in respect of long-term contracts.
- Prepared and updated the private development accounts receivable sub-ledger with records of sales, receipts etc. and reconciling to the control account.
- Prepared information for the recoveries unit in respect of outstanding Accounts receivables (aged analysis summary).
- Prepared journal entries in relation to private development.
- Prepared all end of year audit schedules in respect of private development.
- Collaborated with the project unit office in respect of private development projects.
In collaboration with the project office, dealt with any queries by the developers in relation to jobs in progress and bills received.

Capital projects

- Gathered and recorded all information in a systematic manner.
- Updated sub-ledger (jobs) with all costs incurred.

- Prepared monthly/quarterly summaries (materials-stores, direct purchases, labour).
- Prepared reports as required.
Prepared journal entries.
- Prepared all period end audit schedules.
- Collaborated with project office.

In-house project

- Prepared end of year audit schedules for in-house projects.

Other duties performed

- Bank reconciliations.
- Assisted with General ledger/preparation of financial statements.
- Various duties in the accounts payable department.

1981 -1994

Golden Beach Apartel

Accounts Clerk/Front Office Supervisor

- Handled accounting and related documents.
- Posted data and information to and from the books of accounts, which included a sales journal, cash receipts journal, cash disbursement journal, purchases journal, Bar & Restaurant journal, Mini Mart journal and ledgers.
- Maintained ledgers for Accounts Receivable and Accounts Payable.
- Prepared the monthly accounts payable, accounts receivable, profit & loss accounts and other accounts and statistics as required.
- Prepared and sent bills to debtors (Tour operators etc.), dealt with any queries relating to bills sent.
- Monitored the status of accounts receivable and send out “reminders” where necessary.
- Prepared the payroll and distributed the wages.
- Prepared correspondence relating to the accounts or other administrative matters.
- Supervised the front office receptionists and the day- to-day procedures of the front office.

EDUCATION & QUALIFICATIONS

**Certificate in Insurance and Financial Services - Chartered Insurance Institute (CII) UK
2020**

QB Med. Inc.

2016

Certificate in Quick Books Level 1 - Introduction

Certificate in Quick Books Level 2 - Inventory
Certificate in Quick Books Level 3 - Advance
Certificate in Quick Books Level 4 - Payroll

CPA Canada

2015 CPA Designation

Chartered Institute of Bankers

2015 Certificate in Offshore Banking Practice (CiOBP)

Caribbean Training Institute

2011 Certificate in Supervisory Management

CGA Caribbean

2007 CGA Designation

1983 – 1992

Barbados Community College

A'level - Accounts
Business communications
Intermediate - Typing

1980 – 1982

Barbados O'level Institute

O'level - Accounts
Economics
Commerce
Biology

1973 – 1979

Princess Margaret Secondary School (*Head Girl*)

O'level - English language
History

TRAINING

Various “Continuous Professional Development” Seminars Including: -

- Corporate governance
- VAT
- Operational risk management
- Anti-money laundering and Anti-terrorist financing
- Fundamentals of privacy & information risk management.
- Code of Conduct

COMPUTER SKILLS

Proficient in Microsoft Office Suite, ACCPAC, Great Plains, Quick-books, PeopleSoft/Citrix

HOBBIES AND INTEREST

Reading, swimming, gardening and cooking

OTHER INTERESTS

- Auditor (Harrison College PTA) **Voluntary basis**
- Treasurer – Reform Christian Fellowship – **Voluntary basis**
- Electrical Installation

REFERENCES

Yvette Browne
Human Resource Consultant
Union Road
St. Philip
Telephone – 423-5589 / 230-8142

Dornetta Patterson Browne:
Former Assistant Finance Manager
RBC Wealth Management
Telephone – 243-4306

Lana Jones:
Financial Controller
Hotels & Resorts Ltd (Gems of Barbados)
Telephone – 230-4986