



CLARE BRUTON-YOUNG MICB PM DIP

PROFESSIONAL BEAN COUNTER

PERSONAL PROFILE

A not so boring accountant and bookkeeper with a proven track record of satisfied clients.

SERVICES

- Small business accounts
- Management reports
- VAT returns
- Payroll
- Self assessment
- Corporation tax
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CONTACT INFO

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SKILLS AND ABILITIES

- QBO Advanced ProAdvisor
- Xero Certified Advisor
- MICB PM Dip
- Self assessment and payroll qualified

WORK HISTORY

BUSINESS OWNER

Bruton Young Bookkeeping | 2010-2020

- Over 40 clients
- Compliance
- Tax and VAT returns (including margin and flat rate schemes)

EMEA CREDIT MANAGER

ADC Communications (UK) Ltd | 2003-2010

- Control of debt for EMEA region of global company
- Reduced debt over 6 months old from £400k to zero in 12 months
- Sarbanes Oxley compliance

QUALIFICATIONS & VOLUNTARY WORK

INSTITUTE OF CERTIFIED BOOKKEEPERS

Level 1 to 4 | 2006-2011

- All levels passed
- Self assessment stand alone qualification
- Payroll management stand alone qualification

VOLUNTARY WORK

- 1st Hemyock Brownies - Treasurer
- The Garages Sports Club - Treasurer
- Longmead Sports Pavilion - Treasurer
- North Devon RSPCA - Bookkeeper

RANDOM FACTS

- Petrolhead with a passion for fast Japanese cars
- Single mum to two crazy girls
- Bullet journaler extraordinaire - if it's not written down it's not happening
- Puzzle fiend