

Maria- Mihaela VASIUTINA (Ma, ACIL, AAL)

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Personal statement

Dedicated and detail-oriented accounting professional with over 6 years of experience managing financial accounts for small to medium companies. Proven track record in performing bank reconciliations, overseeing month-end processes, preparing financial reports, and handling various tax returns. Adept at ensuring compliance with financial regulations and providing valuable insights through internal and external audits.

Language Skills

- Romanian: Native Language
- Russian: Native Language
- English: Advanced (Cambridge English: Advanced (CAE) – 203/210)
- Korean: Basic (Korean Level 1)

Employment History

Temporary Finance Manager

Boston University - London — November 2024 – January 2025

- Control and maintain the purchase ledger, nominal ledger, multiple bank accounts, credit card accounts & petty cash
- Process financial transactions, including invoices, expense reports, deposits, BACS payments and purchase orders, and track information using financial databases
- Share the running of the monthly payroll process with the Assistant Director of Finance & Administration
- Monitor project expenditure
- Month end reconciliations
- Accounts to trial balance
- Update monthly cash flow forecast
- Prepare monthly reports for submission in line with monthly deadlines
- Support monthly review and reconciliation of the programme's financial reports ensuring expenses are compliant with BU financial and operational policies
- Assist the Assistant Director, Finance and Administration and the Director of the Programme with budgets•
- Responsible for the administration of HR processes including contracts, right to work checks, DBS checks
- Work closely with all departments including staff, faculty, vendors and students
- Providing support in the absence of the Assistant Director, Finance and Administration

Finance and Payroll Manager

Taxpedia LTD — September 2018 – November 2024

Payroll Management for over 60 Companies:

- Oversee monthly and yearly Real Time Information (RTI) submissions.
- Manage calculations and disbursement of maternity pay, sick pay, and other statutory payments.
- Ensure compliance with current payroll regulations and tax laws.

Financial Reporting for over 100 Companies:

- Prepare Profit and Loss statements for various companies.
- Handle accounts preparation and Corporation Tax returns.
- Complete monthly bank reconciliation by the 15th of every month.
- Reconciled balance sheet control accounts, including payroll to general ledger and ensured prompt clearing of outstanding entries
- Approved purchase card and expense claim transactions in Business World, ensuring compliance with financial regulations and policies
- Provided periodic internal reports on capital projects, balance sheet, cash, and treasury; assisted in the preparation of financial plans, budgets, and forecasts
- Assisted with all aspects of year-end planning, delivered training to internal stakeholders, and prepared deliverables for external auditors
- Conduct financial analysis to support business decisions and improve profitability.
- Regularly updated cash flow forecasts and monitored actuals vs. forecast to maintain accurate cash flow predictions
- Prepared quarterly VAT returns promptly following the end of the quarter for review by the VAT Manager.
- Implemented Digitalisation within both our and our clients' companies.

Client Services:

- Manage accounts for self-employed individuals, ensuring accurate tax filings.
- Assist clients with residency and benefit applications, providing guidance on necessary documentation and legal requirements.
- Perform one on one meetings with Self-Employed individuals, Company Shareholders and Directors
- Reply to email, phone calls, messages from clients in regards to their tax queries (VAT, Corporation Tax, Payroll, CIS, Self Assessment, Employment, Benefits, Statutory Pay etc)

Volunteer Korean Teacher for Beginners

Free International University Of Moldova — September 2015 - May 2018

Lesson Planning and Delivery:

- Developed and implemented engaging lesson plans tailored to beginner students.
- Utilized a variety of teaching methods to accommodate diverse learning styles and needs.
- Fostered a positive and inclusive classroom environment that encouraged cultural exchange and language practice.

Student Assessment:

- Assessed student progress through regular evaluations and feedback.
- Assigned grades based on performance and improvement, providing detailed feedback to support student development.

Translator and News Editor

General Media Group — March 2017 – July 2018

Translation:

- Translated news articles and investigative reports across various fields, ensuring accuracy and clarity.
- Maintained high standards of translation quality to meet editorial guidelines.

Editing and Quality Control:

- Assisted the editor-in-chief with quality control, reviewing and editing content for publication.
- Trained new employees on best practices in translation and editing, fostering a collaborative work environment.
- Contributed to the production of a TV show about national Christmas traditions, coordinating efforts and providing support to the production team.
- Collaborated with team members to ensure the successful execution of the TV show project.

Education

Master's Degree: English Language and Literature

University of Westminster - Expected to Graduate in September 2024

Bachelor's Degree: Faculty of Modern Languages, English-Korean Translation and Interpretation

Free International University of Moldova - Graduated in June 2017

Exchange Student Experience: Korean Language and Literature

Hanyang University - Graduated in July 2016

Certifications

- **The AAT Certificate in Accounting**
- **Teaching English as a Foreign Language Level 5**