

Fiona House

Personal Information to answer any questions about me, my work and behaviour history – If it is not here it is either not relevant or necessary in relation to Candidate nomination.

D.B.S. Status? – Enhanced Certificate 13/4/17*
Criminal record? – None
Ever been in court? - Yes 1996/7 (20 years ago) due to council tax & rent arrears following relationship breakdown and discovering money given to pay bills had not been spent as expected. I paid every penny of outstanding bills over the next 5 years after being allowed time to pay, partly due to not receiving CSA, after the court heard the facts backed with proven evidence.
Ever been sacked?- Never.

So yes, I have some skeletons, but these are down to circumstantial events; not through malice or criminal intent on my part.

I think my life experiences, both good and bad, make me an ideal candidate for a Town Councillor, along with my ability to play devil's advocate to reach solutions based on compromise.

My weakness is my passion for justice, honesty and truth: it does get me fired up when my principles are offended, but this is also a strength which drives my commitment.

Fiona House
IfS Candidate

Sept 10 – date	Self Employed as The Big Hedge providing bookkeeping and office services to small businesses and sole traders. Clients include: Landscape gardeners, mechanics, building trades, therapists, I was contracted for 5 years by a Property investor managing the admin side of an extensive portfolio of 40 + properties, helping to expand the business to letting/management agency. Build, manage and host websites for small businesses and F.O.C. for local voluntary organisations.
Aug 09-August 16	M I Spencer & Co, Polegate. Accounts Assistant. Varied accounts work using excel and Sage –monthly and daily inputting. Preparing month end data, reconciliation of banks and trial balance work, preparation of year end accounts for final drafts by accountant. Audio typing, Access database updating and bespoke creation, Powerpoint presentation building liP reports for assessor. Resigned to build own business, spend more time on local voluntary work and be able to assist with childcare of grandchildren.
July 09-Oct 09	Ashridge Court Nursing Centre, Bexhill. Temporary P/T office cover. *POVA CRB check held. Financial and general office support using MS Office applications to maintain records of residents and financial records using Sage 50.
April 08-Jan 09	Elite Food Service, Avis Way, Newhaven. Credit Control. Extensive use of Sage Line 100 in the production of reports and acting on results. Use of telephone and email to communicate with customers regarding accounts.
March 07-April 08	Elite Food Service, Avis Way, Newhaven. Telesales. Holiday & Peak-time cover inputting customer orders from telephone calls in and outbound.
Jan 05-March 07	Elite Food Service, Avis Way, Newhaven. Night Call Service. Inputting customer orders from night answer service, producing picking sheets and invoices for delivery to a tight time schedule.
Jan 06-Nov 06	Office Manager assistance provided to D J Deverill & Company (Electricians) which included payroll, VAT, and maintaining accounts - manual system using excel. Invoicing using Word. Maintaining staff and fleet records.

2004-2006	Monthly manual Payroll completed for client under ESCC disability scheme.
2003-May 04	Book-keeper and Membership Administrator for Academy of Social Sciences (reg. charity)- Home based dealing with administration and finance for the Academy using Sage 50. Created bespoke Access database for membership. Import and export of renewal information to and from Access and Sage. Ceased on Maternity leave.
May 03-Dec 03	Provided complete administration and organisational support for UKES Annual Conference in Cardiff- As Consultant.
Nov 2000-Jan 05	Regional Studies Association (reg. charity), Seaford. Finance/Administration Assistant. Membership database administration & maintenance/updating using bespoke Access database. Ceased on Maternity leave.
Mar 2000-Mar 03	Art & Museum Service. ESCC, Seaford. Administration Assistant including finance administration in final year. Implemented purchase order system & access database. Made redundant.
1998-2000	Hales Waste Control, Sales Co-Ordinator. South East Regional office Ditchling. Providing support to the Sales Manager and team of Sales Representatives, included assisting in drawing up a £m tender for waste removal including liaising with specialists in hazardous and toxic category waste. Tender won. Left to work closer to home.
1996-1998	Hungry Toad Restaurant, Commis-Chef & Waitress, Payroll. Various P/T: shop assistant, Bingo hall checker, waitressing and bar work
1995-1996	Nynex CableComms, Sales Retention
1988-1995	Various Part-time employments in customer care while children small, shop assistant, Bingo hall checker, waitressing and bar work
1985-1988	Tax Officer, Inland Revenue. PAYE, EOY & Self Employed sections.
1984-1985	The Holly, Rodmell, Barmaid/Waitress
1983-1984	Berni Inns, Waitress
1981-1983	Sussex Stationers, Department Head then Assistant Manager
Schools	Uckfield Comprehensive Nutley CE Primary