



ANNA QUIGLEY

Bookkeeper & Executive Support

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Tech Stack

- Xero Partner
- Quickbooks
- Sage
- SAP
- Excel
- Notion

Why me?

- Fast communication
(WhatsApp & email)
- Travel to London often
- One-retainer - no hourly surprises
- 9+ years with creative, retail, luxury, e-com & service based founders

About Me

UK-trained bookkeeper with 9+ years' experience across SMEs, e-commerce and professional services. I help founders stay organised with calm, accurate bookkeeping, VAT support and monthly clarity. Currently applying for AATQB licence and completing Xero certification.

Recent Experience

Bookkeeper & Executive Support 2024 - present
(Self employed)

- Supporting London founders remotely from Kraków
- Monthly accounts, VAT prep, bank reconciliations
- Cashflow reporting & subscription audits
- Inbox + admin support, meeting scheduling, personal assistant duties
- System setup: Xero, QuickBooks, Notion, productivity workflows
- Client communication with accountants, HMRC calls, and payroll bureaus

Finance Manager roles 2019 - 2022
Aura Fire Ltd · D2E International · The London Wine Cellar
London, England

- Ran full bookkeeping & finance function across multiple SMEs (AP, AR, reconciliations, multi-currency)
- Monthly management accounts, P&L, balance sheet and reporting packs
- VAT returns, payroll coordination and year-end prep with external accountants
- Cashflow ownership: forecasting, budgeting, KPI support
- Set up systems, workflows and improved reconciliation processes
- Provided inbox, admin and operational support for founders

E-commerce & Luxury Finance Roles Prior to 2019
ASOS, Burberry & LVMH
London, England

- AP, invoice workflows, multi-currency reconciliations
- KPI reporting + cashflow support
- Supported finance teams during peak periods
- High-volume environments with strict deadlines

Education & Certifications

AAT Level 1 & 2

AATQB (application in progress)

Xero Partner (Certification in progress)

Quickbooks Certification (planned 2026)

Services

Bookkeeping & Finance Support

- Weekly & monthly bookkeeping
- VAT prep & submissions
- Bank recs
- Cashflow management
- Credit control
- Invoicing & payment runs
- Month-end tidy-ups
- Monthly management packs

Executive Support

- Inbox management
- Supplier & client comms
- Booking travel, reservations, diaries
- Personal shopping & admin
- Speaking with accountants, HMRC, lawyers