

HUGO TREBELS

ACICM (Cert) | Finance • Administration • Virtual Support

07889 043682 • htrebels@aol.com • www.virtualhugo.com
Dutch nationality • UK Settled Status • Enhanced DBS Checked



PROFESSIONAL PROFILE

Motivated, adaptable and responsible finance and administration professional with a strong background in credit control, bookkeeping, finance support, administration, diary management and project coordination. Experienced in supporting businesses remotely and managing varied responsibilities across financial, creative, hospitality and professional-services environments.

CORE SKILLS

Credit control	Bookkeeping & financial administration	Sales & purchase ledger	Bank reconciliation & income reconciliation
Financial reporting support	Virtual administration & PA support	Diary & project management	Email filtering & client administration

TECHNICAL SKILLS

Microsoft Office (Word & Excel) • Xero • Intelligent Office • AccountEdge • QuickBooks • Sage • Zoho • SAP
Primarily experienced working on Apple hardware.

PROFESSIONAL EXPERIENCE

Finance Assistant & Income Reconciliation Specialist | Jigsaw Tree — Ongoing Contractor

2014–Present

- Finance support including sales ledger, purchase ledger, bank reconciliations and financial reporting; also manage income reconciliation for several IFA clients using Intelligent Office. Virtual role.

Bookkeeper | Gandini Juggling — Ongoing Contractor

2016–Present

- Bookkeeping support for a creative company supplying jugglers across the entertainment industry. Virtual role.

Administrator | Feast Collective — Ongoing Contractor

2023–Present

- Administration support for an award-winning creative and collaborative audio production company. Virtual role.

Bookkeeper | The Old Rectory Hastings — Ongoing Contractor

2026–Present

- Bookkeeping support for a boutique B&B and hospitality business in Hastings Old Town. Virtual role.

Finance Assistant | Daintree Wealth Management

2026–Present

- Finance support within a business focused on improving financial outcomes for private individuals and institutions. Virtual role.

RECENT COMPLETED ROLES

Email Filter Assistant & Assistant to Gareth Rees | Gem & Co — Contractor

2015–2026

- Provided email filtering for directors and personal-assistant support to the Managing Director, including administrative support for his extensive client base. Virtual role.

Treasurer & Production Finance | Stables Theatre and Arts Centre — Volunteer

2023–2025

- Joined initially as an actor and director, then served on the Board and Production Team, overseeing finance for the volunteer-run 126-seat community theatre.

PREVIOUS CONTRACT & PROJECT ROLES (2002 - 2022)

- Assistant Accountant — Odysea Ltd
- Email Filter Assistant – Freeman Carr
- Bookkeeper & Production Finance Assistant – Media Mayham
- Administration Support – Informed Training
- Interim Assistant Accountant — Alexandra Palace
- Administration Support — The So & So Arts Club
- Administrator — Mode FP
- Personal Assistant & Administrator — FP Advance Ltd
- Finance Assistant — V & A Enterprises / Victoria & Albert Museum
- Credit Controller (Delegate Sales) — Terrapinn Ltd

EARLIER CAREER

- Senior Credit Controller — Donaldsons Chartered Surveyors (now DTZ) (1998–2002)
- Credit Manager / Assistant to the Financial Controller — Holiday Inn, Kings Cross / Bloomsbury (1997–1998)
- Credit Manager — Royal Garden Hotel / Goodwood Hotel Group (1996–1997)
- Accounts Receivable Supervisor / Accounts Payable Supervisor — The Landmark London / Lancaster Landmark Hotels (1993–1996)
- Reception / Accounts Supervisor — Queens Moat Houses PLC (1990–1993)

EDUCATION & QUALIFICATIONS

1999–2002 Chartered Institute of Credit Management, London — Associate (2002)

1988–1989 TIO College, The Netherlands — Hotel Management Degree

1986–1988 Maurick College, The Netherlands — Higher General Secondary Education (equivalent to “O” level)

1982–1986 Maurick College, The Netherlands — Pre-University Education

ADDITIONAL INFORMATION

Date of birth: 29 March 1970

Interests: Acting, theatre, films, museums, reading, fitness, yoga and socialising.

References: Available on request.