

EVERTON E SPENCER, ACCA (LVL2) BBA, BFS (HONS) DBFS, CBFS

APARTMENT # 3 DAVID TOBY ROAD , CHIN CHIN, CUNUPIA TEL : 868-789-7433 EMAIL: SPENCEREE@YAHOO.COM

PROFILE

Goal-oriented professional with exceptional technical knowledge and skills in Accounting & Finance, capable of delivering top quality results, adept at managing multiple, diverse tasks simultaneously.

MAJOR ACHIEVEMENTS

- Author & Publisher of Fundamentals of Accounting Text being used in High Schools
- Re-engineered the operations of a loss making entity through policy creation and development to achieve profitability within six months of employment.
- Former Chairman of NCB Charity Foundation “Project Lifeline,”

TECHNICAL HIGHLIGHTS

- Proficient knowledge of accounting principles inclusive IAS and IFRS rules and methodology of application and requirements for the business environment.
- Extensive knowledge of Microsoft Office applications
- Forward Thinker.
- Highly trustworthy, discreet and ethical.
- Fully Computer literate.
- Extreme proficiency in QuickBooks, Peach Tree, ACCPAC and Flexcube
- Extreme proficiency in preparation, interpretation and analysis of financial statements
- Sound knowledge in corporate document preparation
- Flexible
- Proven track record in meeting deadlines and managing multiple activities
- Team focused
- Results driven
- High degree of accuracy and attention to details
- Very strong multitasking, planning and control skills
- Excellent interpersonal and co-worker relations
- Formal Anti-Money Laundering (AML) trained
- Superb knowledge of VAT and PAYE systems

EDUCATIONPROFESSIONAL*ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA)
LEVELS I & II*

<i>PAPER</i>	<i>SUBJECT</i>	<i>STATUS</i>
<i>F1</i>	<i>Managing Business</i>	<i>Pass</i>
<i>F2</i>	<i>Financial & Managerial Accounting</i>	<i>Pass</i>
<i>F3</i>	<i>Financial Accounting</i>	<i>Pass</i>
<i>F4</i>	<i>Corporate & Business Law</i>	<i>Pass</i>
<i>F7</i>	<i>Financial Reporting</i>	<i>Pass</i>

BACCALAUREATE

Degree	:	BBA, BFS., University of Technology
Major	:	Banking & Financial Services
Award	:	Upper Second Class Honours
Diploma	:	DBFS., University of Technology, Jamaica
Course	:	Banking & Financial Services

CERTIFICATION

Banking	:	University of technology
Typewriting	:	Fitz-Henley's Business College
InfoTech.	:	Individual systems Limited
		Heart Trust NTA
Debt Collect	:	KM2 University

MEMBERSHIPS & INTEREST GROUPS

Student Member
Institute of Chartered Accountants of Trinidad & Tobago

Volunteer
C.A.R.E Barbados

Former Vice President
Student Society Committee
Institute of Chartered Accountants of Jamaica

Former Member
Student Affairs Committee
Institute of Chartered Accountants of Jamaica

PROFESSIONAL EXPERIENCE

NOV 2015 –PRESENT

MCCLATCHIE CONSTRUCTION COMPANY LIMITED

ACCOUNTANT

- Supervision of Accounts Staff
- Manage Fixed Assets Database
- Prepare monthly Bank Reconciliations
- Preparation of month end Accrual journals
- Preparation of Management Accounts
- Project & Admin variances analysis with actual and budget expenditure and reasons for variance
- Preparation of Monthly Management Account File
- Responsible for analyzing all Balance Sheet and Profit and Loss Accounts
- Authorized and Checking of all reconciliations prepared by AP Clerk, AR Clerk
- Prepared Bank Deposits
- Attend Client and Receivable Meetings
- Prepared and process fortnightly and monthly payroll and other related functions
- Preparation of VAT returns
- Prepared and process Quarterly Green Fund, Business Levy and Corporation Tax statutory payments
- Prepare annual budget
- Responsible for cash management and Investment Portfolios
- Complete all statutory filings as per regulatory requirements
- Reconcile all Balance Sheet & Profit & Loss Accounts
- Overseas all accounting ledgers to ensure compliance with GAAP standards and regulatory requirements
- Provide support to the management and staff in the day-to-day operations of the entity
- Coordinate annual audit and preparation of audit schedule for review and maintenance of permanent audit files

JUNE - OCT 2015

CONNECTIONS LIMITED

ACCOUNTANT

- Monthly Management Accounts preparation
- Filing annual Income Tax Returns
- Monthly revenue analysis to ensure they are recorded appropriately in respective ledgers

- Preparation of quarterly taxes, (Green Fund Levy, Business Levy and Income Tax)
Prepare monthly accounts reconciliation inclusive of foreign payables & receivables
- Revised Internal Costing Reports for discrepancies and accuracy of Inventory items received
- Supervise Accounts Receivable and Accounts Payable Department
- Supervise Payroll processing department
- Prepare quarterly producer commission reports
- Preparation of annual budgets
- Preparation of monthly Bank and General Ledger Reconciliation

SEPTEMBER 2014- MARCH 2015

CITY COLLEGE INSTITUTE

BUSINESS TUTOR

- Prepare and tutor students with semi and behavioral issues on CXC Accounting,
- Principles of Business, Office Administration, CAPE Accounting, Management of
- Business and undergraduates in Basic Financial Accounting.
- Evaluate and grade students' class work, assignments, and papers.
- Compile, administer, and grade examinations, or assign this work to others.
- Prepare course materials such as syllabi, homework assignments, and handouts.

JUNE – AUGUST 2014

PROVEN LTD

TEMPORARY FUND ACCOUNTANT

- Prepare timely and accurate Net Assets Values, yields, distributions, and other fund accounting output for subsequent review.
- Record accurately, and in accordance with the Department policies and procedures, such accounting records as securities positions, corporate actions related, and journal entries.
- Reconcile various accounts, or reviewing reconciliations prepared by others, and promptly researching and correcting any variances.
- Identifying exceptions and problems affecting accounting records and prices, communicating same to management, and assisting in their resolution.
- Preparing audit schedules, compliance reports, tax returns and financial statements, on funds being managed

2013 – 2014

SUGAR CANE TOURS

REVENUE ACCOUNTANT

- Monthly recording of Company revenues
- Preparation of exception reports also researching payment and settlement issues
- Accounts Receivable monitoring
- Prepare monthly and annual reports utilizing SAP software
- Reconcile G/L accounts

2013 APRIL – NOVEMBER

COUPLES BARBADOS LIMITED

TEMPORARY ACCOUNTING ASSISTANT

- Received and signed for daily inventory from local and overseas suppliers
- Performed costing analysis for supplies received
- Raised journal entries for items costed to respective departments
- Formulate Fixed Asset Register and associated depreciation using Microsoft Excel

2011 – 2013 APRIL

HOWARD ENTERPRISES LIMITED,

ACCOUNTANT

- Maintained General Ledger, Payables and Receivables Ledger
- Reconciled Bank Statements
- Managed payroll processing to include computations and processing return summaries to statutory departments
- Monthly Statutory & VAT Preparation and reporting to Vat Department
- Prepared Statutory & Income Tax computations inclusive of Filings with government departments as well as Draft Financial Reports & Management Reports
- Responding to Vendors and Receivables queries
- Preparing monthly summary reports to include segmentation reporting by departments and activities.
- Policy development and implementation.
- Liability & Cash Flow Management.

2009 -2011

PAUL GOLDSON & COMPANY

AUDIT OFFICER

- Loan & credit quality examinations for credit unions, financial institutions, charities, trust funds, benevolent societies and retail enterprises: Examinations includes both interim and final audit.

- Compliance examinations of Financial Institutions deposit management
- Interim and final reviews of AML Reporting & Foreign Exchange Trading.
- Preparation of management letters for clients assessed Financial Statement preparation

2008 -2009

*ST ANDREW TECHNICAL HIGH SCHOOL
MATHEMATICS & FORM TUTOR*

- Assigned responsibility for tutoring grade 9-11 Mathematics. Assignment included preparing students for Caribbean Examination Council (CXC) & The London City of Guilds Examination both at day and evening schools respectively.

2007 -2008

*INTERNATIONAL BUSINESS COLLEGE
MANAGER*

- Overall responsibility for daily operations of unit inclusive of recruitment and termination meetings. Duties also included preparing training schedules and financial reports for submission to Board Chairman. Lectured & tutored ACCA & CAT courses that focused on Cost & Financial Accounting.

2004 - 2007

*SCOTIABANK JAMAICA LIMITED
SENIOR TELLER*

NATIONAL COMMERCIAL BANK JAMAICA LIMITED

2003 - 2004

CUSTOMER SERVICE & RELIEF OFFICER PRICEMART UNIT

2002-2003

REMITTANCE TELLER

2002-2003

FOREIGN EXCHANGE TELLER

2002 - 2003

GENERAL TELLER

1997- 2002

ADVANCES OFFICER(ASSISTANT LOAN OFFICER)

REFERENCES

Will be submitted up request