

# Lieu Vo

Charlton, London | +44 7309 997990 | [lieu.boa@outlook.com](mailto:lieu.boa@outlook.com) | [LinkedIn](#)

## SUMMARY

Detail-oriented ACCA Affiliate Accountant with nearly 3 years of experience in year-end accounts, corporation tax, self-assessments, VAT, payroll and tax planning for SMEs. Skilled in HMRC compliance; resolving tax and payroll queries. Experienced in automating tasks to enhance accuracy and efficiency. Passionate about leveraging technology to simplify accounting and support client decision-making.

## EXPERIENCE

### HT Accountants & Co LLP, London

#### Trainee to Senior Accountant

**Sep 2022 – Present**

- Prepared and finalised year-end accounts, leveraging automation to increase accuracy, reduce preparation time by 33%, and cut manager review time by 30%.
- Managed a portfolio of 800+ Self-assessment clients, ensuring 100% on-time filing across diverse personal tax cases through streamlined end-to-end coordination.
- Boosted operational efficiency by deploying 10+ Python scripts and Excel solutions. Saved 100+ hours monthly and reduced a 10-day admin task to under 1 hour.
- Managed payroll for 200+ SME clients. Identified a two-year Employment Allowance oversight, securing a £4,000 HMRC refund and improving compliance.
- Handled pension auto-enrolment and contributions for 100+ companies, ensuring timely submissions and accurate processing of opt-outs and cessations.
- Advised on PAYE, dividends and VAT planning, reducing a client's annual tax liability by 7.4% of profit through a tailored income strategy.
- Acquired 7 new clients by proactively sharing valuable accounting insights and building a strong personal brand, directly supporting the company's business development goals.
- Drove a client's turnover growth from £400K to £1.2M in nearly 3 years through tax planning and strategic advice.
- Trained and mentored 5 junior staff, cutting onboarding time by 30%, resulting in a more capable and self-sufficient team.
- Delivered responsive and proactive support, helping maintain a 95% client satisfaction rate and strong retention.

## EDUCATION

### Association of Chartered Certified Accountants (ACCA)

**Mar 2020 – Apr 2023**

All 13 exams passed on the first attempt - Affiliate status

### MSc Accounting and Finance (Advanced Diploma), BPP University

**Mar 2020 – Sep 2022**

Grade: First Class

## PERSONAL PROJECTS

### Vietnamese Tax Education Project

**Apr 2024 – Present**

- Founded and led a UK tax education initiative for the Vietnamese community, growing an audience of 6,200+ and achieving 20,000+ views on a single post.
- Created 50+ posts, infographics and videos simplifying complex HMRC rules into practical insights, helping reduce penalties and enhance tax planning through clear, actionable guidance.

## KEY SKILLS

**Technical:** Microsoft Office, CCH, Sage 50, BrightPay, IRIS, Companies House services, HMRC services, AI tools, Python, Google Apps Script

**Soft:** Stakeholder management, Attention to detail, Problem solving, Time management, Team development, Workflow optimisation