

Babatunde Isaac

07760693058

Ogunleyebabatunde87@gmail.com

Bolton, Greater Manchester, BL3 3TA

SUMMARY

Experienced Finance professional with excellent analytical and process improvement skills. I have experience in payable and receivables management as well as supporting the finance team lead in preparing financial reports, budgetary control, and other accounting functions.

I am proficient in the use of Microsoft applications like Excel, Word, PowerPoint, PowerBI, etc, and also in the use of various accounting software and ERP systems.

EXPERIENCE

Feb 2023-Current

Accounts Assistant - Future Connect Accountants. Manchester United Kingdom

- Overseeing the invoicing procedure, including the creation and issuance of sales invoices and credit notes.
- Collaborating with the credit controller to address client inquiries and late payments.
- Handling supplier invoices and expenses, ensuring accurate allocation of nominal codes.
- Generating monthly financial statements incorporating a Profit and Loss account.
- Assist in Preparing Month End Adjustments (Prepayments, Accruals, Fixed Asset Register and Depreciation).
- Scheduling and preparing weekly payment runs, recording supplier's payments in the accounting system.
- Engaging with HMRC on VAT-related matters.
- Preparing monthly CIS returns and managing interactions with contractors

Nov 2019- Sep 2022

Assistant Management Accountant ICS Outsourcing Ltd

- Assistance with preparing the Monthly Management Accounts
- Calculating Prepayments/Accruals.
- Balance Sheet reconciliations(Maintaining the Fixed Asset Register and Capex Analysis)

EDUCATION

2024

Masters in Accountancy and Financial Management

University of Bolton - Bolton

2019

Associate of Chartered Accountants (ACA)

The Institute of Chartered Accountants of Nigeria

2013

BSc in Accounting

Overseas University

CERTIFICATIONS

- Certified Advanced Financial Management with Power Bi
- Certified Financial Analyst

KEY SKILLS

- Sage 50 Accounts
- QuickBooks
- Xero
- Sage Payroll
- Microsoft Excel , Pivot Table, VLOOKUP
- Communication skills
- Trial Balance and Balance Sheet
- Sales and Purchase Ledger

- Assistance with monthly forecasts of profit and loss accounts for the operations controller assisted in the formulation of budgetary or planning process.
- Month end Bank Reconciliations(Including Bank Postings &Purchase/Sales Ledger allocations)
- Overhead Variance Analysis
- Provide support where required for the completion of Budgets and Forecasts.
- Preparation of weekly and Monthly information for inclusion in cashflow Forecasts.

Jun 2015-Jan 2018

Account Executive First City Monument Bank

- Understand the clients' specific claims requirements from the start.
- Have a genuine business relationship with service management and key personnel within each assigned account.
- Handle a Customer portfolio by building trust relationships, negotiating, and meeting customers for transaction purposes.
- Monitor KPIs and Monthly Targets
- Participating on Face to Face and Online Meetings and attending Queries via Mail.

Feb 2013 -May 2014

Accounts Assistant Foresight Solutions

- Installation and Consultation on Business accounting software
- Consulting companies on the usage of accounting software for filing of tax return.
- Preparation of support schedule for the preparation of financial statement.
- Handling supplier invoices and expenses

REFERENCES AVAILABLE UPON REQUEST

AREA OF EXPERTIES

- Ledgers Maintenance
- Bookkeeping
- Bank Reconciliations
- VAT Returns
- Making Tax Digital (MTD)
- Credit Control
- Accruals, Prepayments
- Budgeting and Forecasting
- Financial Statement Analysis

LANGUAGES

- English
- Yoruba