

TOSIN OKE

CONTACT

tosinelizabeth.oke@gmail.com

+44 7588095988

21 Snape Street, Darwen, BB31EN

EDUCATION

2023

M.Sc. in Accounting and Finance

University of Salford, Salford

2021

Masters in Business Administration

University of Ibadan, Ibadan

2012

B.Sc. in Accounting (Second Class Upper Division)

Adekunle Ajasin University,
Akungba-Akoko

CERTIFICATION

2012

Associate Chartered Accountant (ACA)

Institute of Chartered Accountants of
Nigeria (ICAN)

2010

Member, Accounting Technician

Association of Accounting Technicians
West Africa (AATWA)

PROFILE

An accomplished accountant with expertise in bookkeeping, accounting, taxation, and cost management. Notable achievements include streamlining the accounting process for a medium-sized company and expanding the business line of a distribution company.

WORK EXPERIENCE

Management Accountant Trainee | Future Connect Accountants Jan 23- Current

- Supporting business planning, forecasts, and budgets.
- Supporting month-end/year closing.
- Reviewing Sales invoices posted by the admin department.
- Assisting in the production of the annual budget and periodic forecasting
- Preparing, reviewing, and submitting VAT returns in a timely manner
- Managing administrators to ensure timely quarterly and annual management account information.
- Reporting on company assets and liabilities including balance sheet account reconciliations.
- Produce financial statements including profit and loss accounts, budgets, cash flows, monthly management accounts, variance analysis, and commentaries.
- Assisting with the preparation of monthly Management Information Pack, including P&L, Balance Sheet, and Cash flow together with insightful commentary on relevant variances against the plan
- Ensuring compliance and implementation of new and existing accounting policies.
- Month ends on excel to thoroughly understand the concept of reversals and other important journals.
- Performing Balance Sheet reconciliations including accruals, prepayments, and accrued income.
- Responsible for ensuring bank reconciliations are processed to ensure accurate cash reporting.
- Communicate financial insights suggesting business issues to management.

Senior Accountant | Olambe Limited

Sep 19- Dec 22

- Performed month end accounting procedures such as reconciliations, accruals and prepayment.
- Delivered accounting and financial reporting presentations, incorporating variance analysis with detailed explanations to senior management and board of directors to support strategic planning and decision making.
- Managed all accounting operations including billing, A/R, A/P, GL, cost accounting, inventory and revenue accounting.
- Oversaw the fixed asset system, including the maintenance of capital asset records, policies, disposals and calculation of monthly depreciation values according to policies.
- Supervised the petty cash system.
- Managed the payroll system.
- Prepared tax returns such as VAT, PAYE, CIT.
- Planned the cash flow to ensure the company does not experience liquidity problems.

Accountant | Olambe Limited

- Posted invoices, receipts and other accounting ledgers.
- Managed account payables including statement reconciliations.
- Handled daily bank reconciliation and prepared monthly reports.
- Posted purchases into ERP and vouching it with the LPO and purchase receipt.
- Handled the customers' ledgers in connection with the sales team.
- Handled both the Sales and Purchases VAT.
- Daily supervision of the petty cash book.
- Supervised the treasury activities of the company and reported to the CA to avoid liquidity challenges.
- Advised on how to reduce cost and increase profit.
- Prepared management reports.

REFERENCES AVAILABLE UPON REQUEST**KEY SKILLS**

- Sage 50 Accounts
- QuickBooks
- Xero
- Sage Payroll
- Microsoft Excel, Pivot Table, VLOOKUP
- Credit Control
- Accruals/Prepayments
- Problem Solving
- Budgeting and Forecasting

AREAS OF**EXPERTISE**

- Ledgers Maintenance
- Bookkeeping
- Bank Reconciliations
- VAT Returns
- Trial Balance & Balance sheet
- Making Tax Digital (MTD)
- Financial Statement Analysis