

# TOSIN OKE

## CONTACT

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## 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.

## KEY SKILLS

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

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## AREAS OF EXPERTISE

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

### Accountant | Olambe Limited

Jan 14- Aug 19

- 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