

Temitope Adebayo

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Personal Details

Eligible to work in the UK: Yes

Highest Level of Education: Bachelor's

Industry: Finance

Work Experience

Finance Officer (Remote)

Advocacy West Wales - Eiriolaeth Gorllewin Cymru - Haverfordwest

March 2021 to Present

- I ensure that accurate, relevant and timely financial feedbacks and reports are provided to the Trustees and employees.
- I work with the Chief Officer and other managerial staff to ensure financial management of the organisation and maximising efficient use of resources and opportunities to secure new and existing funding for the benefit of the charity and its beneficiaries.
- Assist in the preparation, review and monitoring of the annual budget as required.
- Prepare the organisation's monthly and quarterly financial management account, attributing income and expenditure to the relevant funding streams.
- I work with the Auditor of the charity in the preparation of final accounts for submission to the charity commission.
- I have been able to manage working under pressure, managing competing priorities and ensuring that deadlines are met.

Accounts and Admin Manager

Globe Cab Services Limited

January 2019 to January 2021

Job Summary: Definition and monitoring of the financial operational, budget needs and the financial strategy of the company, providing support in the assessment and mitigation of the financial risks and the implementation of the relevant organizational setup in order to meet all financial obligations while keeping financial ethics always respected. Other duties performed include:

- Preparing monthly payrolls, P&L, balance sheets and cash flow with comparative analysis against budget and prior periods.
- Providing the management with relevant information cost analysis, monthly reports on budgeted versus actual spending, analysing variances and suggesting corrective actions.

- Coordinate appointments between management and clients.
- Receive, register and follow-up of incoming mails, correspondence and outgoing mails.
- Responsible for overseeing the monthly and annual closing of the company accounts thereby ensuring that the accounts reflect the financial reality of the organization.
- Organize and prepare monthly staff meetings.
- Performance analysis - assisting operational management in the evaluation of relative profitability across key metrics.
- Annual budgeting and quarterly reforecasting.
- Responsible for the management of the company treasury in order to ensure that operations run smoothly and mitigating financial risks.
- Managing and restocking office supplies.
- Maintaining office records.
- Managing and supervising other domestic workers within the organization.
- Pricing proposals for prospective new business as well as existing clients.

Accounts Officer

Globe Cab Services Limited

December 2017 to December 2018

Job Summary: Management of the financial records of the company including analyses of all financial activities, ensuring compliance with accounting and legal requirements, and preparing budgets. Specific duties include:

- Overseeing staff accounts management, including negotiating contracts and agreements to maximize profits.
- Making payments to vendors, staff salary payments and providing invoices and receipts to customers.
- Performing other duties that may be required by the management and related to overall delivery of the company's business strategy.
- Keeping financial records and uploading to QuickBooks.
- Liaising with auditors to prepare annual audited reports and tax clearance certificate.
- Building new business relationships.

Accounting Tutor

Government Secondary School

December 2016 to November 2017

Job Summary: Provision of positive, enriching, and inspiring academic support and encouragement to students within and beyond the classroom experience through individual and/or group tutoring. Specific duties include:

- Prepared and delivered lectures to senior secondary school students on topics such as financial accounting, principles of marketing, and operations management.
- Evaluated and graded students' class work and assignments.
- Prepared teaching materials such as lesson notes and homework.
- Initiated, facilitated, and moderated classroom discussions.

- Provided out-of-classroom counselling for students on academic and vocational curricula, and on career issues.
- Performed other duties as delegated by the Head of Department.

Accounting Intern

Mayode Ojo and Co. Chartered Accountants and Tax Practitioners

November 2014 to April 2015

Summary: Assisted with review of clients' financial statements and prepared financial reports. Specific duties include:

- Provided excellent client support service.
- Provided follow up with relevant tax authorities on behalf of clients.
- Assisted with bank statements reconciliation, as well as accounts payable and receivable.
- Performed balance sheet reconciliation.
- Assisted with the preparation of ad hoc and other internal reports.
- Ensured the completion of assigned tasks in line with the established deadline.

Education

Short course in Strategic Management

Copenhagen Business School - Copenhagen

May 2017 to June 2017

Short course in Project Planning and Management

University of Virginia - Virginia

August 2015 to September 2015

Bachelor's degree in Accounting

Ladoke Akintola University of Technology - Ogbomoso

September 2010 to July 2015

Skills

- Account Management (5 years)
- Microsoft Office (6 years)
- QuickBooks (5 years)
- Data Entry (5 years)
- Report Writing (4 years)
- Sage 50 (Over 2 years)

Certifications and Licenses

Associate Chartered Accountant November
2020 to Present

Institute of Chartered Accountants of Nigeria (Part qualified with one paper left before qualification)

ACCA (Association of Chartered Certified Accountants) - part qualified
September 2021 to Present

I am an ACCA student member with 4 papers left before qualification