

TOSIN OKE

CONTACT

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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

2023-Current

Part Qualified- 1 paper left

Chartered Institute of Management Accountants (CIMA)

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

Accounts Assistant | Future Connect Accountants Jan 23- Current

- Utilizing Sage 50, QuickBooks, and Xero for Making Tax Digital (MTD), overseeing purchase and sales ledger control, and managing VAT submissions under different VAT schemes such as Cash, Standard, Flat Rate, and Retail.
- Conducting bank reconciliations and credit control activities to maintain financial accuracy.
- Demonstrating proficiency in creating various Nominal Codes, Chart of Accounts, and Tax Codes.
- Handling accounts payable and accounts receivable processes efficiently.
- Coordinating with HMRC for inquiries related to VAT.
- Managing foreign currencies, EC Sales, and Intrastat Returns.
- Posting general, debtor, and creditor journals, as well as wages journals.
- Investigating, processing, and evaluating bills or invoices for services rendered.
- Using Sage 50 Payroll to process payroll, generate pay slips, manage Maternity & Statutory pay, and handle Forms P45 and P60, along with RTI submissions and Pension Schemes.
- Employing MS Excel to validate concepts like reversals and other crucial journals at month-end.
- Preparing financial statements, including Profit and Loss accounts and Balance Sheets.
- Generating quarterly and yearly Statements of Profit and Loss and Statements of Financial Position.
- Accumulating experience working across diverse industries such as Retail, Technology, Agriculture, Online business, and Construction.

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

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