

ADELEYE JOY AKINYEDE

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 Bolton, Manchester, BL1 1HU

I am a chartered accountant known for my reputation for reliability, integrity, and a sharp eye for detecting and rectifying errors. I am enthusiastic about utilizing my extensive experience in a new role within the UK, where I can apply my dedication to upholding the highest standards in accounting and auditing practices. My skills include proficiently preparing final accounts while ensuring strict compliance with applicable accounting standards. I have a proven track record of conducting thorough financial analysis, offering valuable insights to support well-informed decision-making.

WORK EXPERIENCE

Future Connect Accountants

Accounts Assistant

Mar 23-Current

- Handling accounts payable and accounts receivable processes.
- Monthly reconciliation of supplier and customer statements.
- Entering, posting, and printing invoice and credit note batches on the ledger.
- Preparing monthly management accounts of clients.
- Monthly reconciliation of aged creditors to creditors control account.
- Dealing with Making Tax Digital (MTD) on various software platforms like Sage 50, QuickBooks, and Xero.
- Weekly reconciliation of all payments with bank statements.
- Managing multi-currency transactions, direct debits, and allocations.
- Posting wages journals and maintaining Balance Sheet schedules (Prepayments, Accruals, Fixed Asset Register).
- Recording and posting fixed assets additions, disposals, and monthly/quarterly depreciation journals.
- Reconciling supplier statements and resolving discrepancies with suppliers.
- Monitoring Purchase Ledger with weekly aged creditor reports and clearing debit balances.
- Timely and accurate payment of suppliers within agreed credit terms, issuing supplier remittances.
- Preparation of quarterly financial statements for clients.
- Handling TAX, NI, PAYE, SSP, SPP, SMP, RTI submissions, and Pension Schemes using Sage 50 Payroll.
- Managing weekly payroll for clients, including commission calculations and deductions.
- Authorizing, coding, posting, and adding invoices to the payment run promptly upon receipt.

Black Pelican Limited Lagos, Nigeria

Finance Associate

May 21 -Jan 23

- Implemented streamlined procedures for efficient bank and general ledger reconciliation, ensuring timely monthly and year-end reporting.
- Standardized monthly reconciliation of accounts payable and accounts receivable, maintaining favorable standing with suppliers and customers.
- Processed and posted inflows into customer accounts using SAP software, providing weekly debtor reports to management.
- Timely and accurate preparation of financial statements of the company ensuring financial control and integrity.
- Played a vital role in the comprehensive execution of the annual audit and facilitated the processing of VAT returns.

ACADEMIC BACKGROUND

2016 – 2019

ACA Certification– Associate Chartered Accountant
Institute of Chartered Accountants of Nigeria (ICAN)

2008 – 2012

BSc. Accounting
Joseph Ayo Babalola University

AREAS OF EXPERTISE

- Ledgers Maintenance
- Bookkeeping
- Bank Reconciliations
- VAT Returns
- Trial Balance & Balance sheet
- Making Tax Digital (MTD)
- Sales/Purchase Ledger

KEY SKILLS

- Sage 50 Accounts
- QuickBooks
- Xero
- Sage Payroll
- SAP
- Microsoft Excel, Pivot Table, VLOOKUP
- Credit Control
- Accruals/Prepayments
- Final Accounts

- Prepared daily bank balance reports for effective cash-flow management and stakeholder oversight.
- Demonstrated 100% accuracy in processing and reconciling all daily cash receipts.
- Effective and efficient reconciliation of all payments with bank statements.
- Facilitated timely weekly payments to suppliers/vendors upon approval from appropriate manager.

LANGUAGES

- English
- Yoruba

Mettle Energy and Gas Limited Lagos, Nigeria

Account Officer

May 19-Apr 21

- Spearheaded the creation of a cash-flow analysis forecast for a contract, resulting in a 60% increase in company turnover through collaboration efforts
- Implemented a streamlined process for ongoing monthly supplier account reconciliation, leading to immediate identification and reporting of discrepancies, significantly improving efficiency during audits.
- Achieved a 100% resolution of outstanding supplier payment-related issues and ensured full reconciliation of these backlogs.
- Orchestrated the preparation of journal entries, income reconciliation, and payment processing, delivering both statutory and required stakeholder reports.
- Played a pivotal role in cash flow analysis and budget preparation for upcoming projects through effective facilitation and collaboration.
- Collaborated closely with the HR department on monthly payroll processing, ensuring accurate data before submission for CFO approval.
- Managed the processing of all A/P invoices, achieving a 99% on-time and in-full payment rate while maximizing cash flow.

Promate & Associates Lagos, Nigeria

Audit Trainee

Jan 17-May 19

- Conducted impartial analysis of various clients' financial records, identifying inconsistencies and accurately communicating discrepancies in accordance with accounting standards to relevant stakeholders.
- Conducted risk analysis for a specific client, offering advisory services that led to the recovery of outstanding funds from their aged receivables report.
- Swiftly addressed customer queries, leading to a significant 20% reduction in daily inquiries.

Discovery House Montessori School, Lagos, Nigeria

Junior Account Officer

Jan 14-Jan 16

- Maintained precise and comprehensive documentation for all financial department procedures.
- Conducted analysis of files and accounts to identify and resolve discrepancies.
- Demonstrated exceptional proficiency in managing petty cash, consistently achieving precise weekly reconciliation.
- Efficiently oversaw office supply inventory, ensuring timely procurement or requisition of low-level stock.