

# SIMON TIJANI

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## PROFESSIONAL SUMMARY

I am an experienced accounting professional with a strong focus on accuracy, bookkeeping, and cash flow control. My expertise lies in streamlining processes and simplifying procedures to achieve maximum efficiency. I am a resourceful and results-oriented problem-solver with a keen sense of responsibility. I work well both independently and as part of a team, and I am adaptable to any work environment. My goal is to find an Accounts Assistant position in a professional environment where I can leverage my skills to benefit the company and continue to learn and grow.

## WORK HISTORY

### ACCOUNTS ASSISTANT TRAINEE 11/2022 – Current Future Connect Accountants

- Reconcile all payments weekly with bank statement.
- Dealing with HMRC regarding VAT related inquiries
- Ensuring invoices are paid within the agreed credit terms.
- Managing the absence recording system (holidays, sickness, absence etc.)
- Dealing with MTD on different software's including Sage 50, Xero and QuickBooks.
- Quarterly VAT returns with different schemes
- Processing weekly payroll for clients, including the calculation and deduction of commission.
- Reconcile and post all petty cash and expense claims.
- Processing P45, starter checklist and P60 information
- Ensuring all invoices processed for payment have email approvals attached to them.
- Resolving account payable and receivable issues or queries
- Reconcile supplier statements.
- Dealing with TAX, NI, PAYE, SSP, SPP and SMP, RTI submissions, Pension Schemes using Sage 50 Payroll
- Conduct Bank reconciliations of all accounts to ensure their accuracy.
- Purchase and sales ledger control with reconciliations and credit control activities.
- Dealing with different Nominal Codes, Chart of Accounts and Tax Codes

## SKILLS

- |                            |                                |
|----------------------------|--------------------------------|
| • Ledgers Maintenance      | • Sage 50 Accounts,            |
| • Bookkeeping              | • XERO                         |
| • Bank Reconciliations     | • QuickBooks                   |
| • VAT Returns              | • Sage Payroll                 |
| • Making Tax Digital (MTD) | • Microsoft Excel, Pivot Table |

- Excel proficiency
- Credit Control
- Accounts Payable/Accounts Receivable

## EDUCATION

- **AAT Level 3 Advanced Certificate in Bookkeeping 2020 - 2022**  
**AAT Level 2 Foundation Certificate in Bookkeeping**  
**AAT Level 2 Accounting Software (Sage 50)**  
**NCFE Certificate in Digital Skills for Work Level 2.**  
**NCFE Certificate in Lean Organisation Management Techniques Level 2**
- **Hopwood Hall College Middleton UK - Bookkeeping and Accounting (Certificate).**  
**Rochdale Training Ltd Rochdale UK - Customer Service Skills (Certificate).**
- **Learn Direct Rochdale UK – Functional Maths and English Language (Certificate).**
- **EDI Certificate in Maths and English Language Level 2. 2011**
- **City & Guilds Certificate in Customer Service Level 2. 2011**

References available upon request