

## Accounts Assistant

Results-oriented professional with comprehensive experience in all aspects of accounting, administration, finance, and investment. Instrumental in identifying problematic areas and providing solutions by developing and implementing effective strategies. Ability to increase productivity and efficiency by providing training, leadership direction, guidance, and support. Articulate communicator; fostering relationships with key stakeholders at all levels, whilst promoting culture of improvement across organisation. Proficient in Accounting Software, MS Word, MS Excel, PowerPoint, P-Vot Table, and V-lookup.

## Areas of Expertise

- ◆ Accounts Management
- ◆ Finance Management
- ◆ Invoice & Inventory Management
- ◆ Strategic Planning & Execution
- ◆ Continuous Improvement
- ◆ Computer & Software Literacy
- ◆ Team Training & Leadership
- ◆ Problem Resolution
- ◆ Budgeting & Forecasting

## Professional Experience

**New Star Care Agency, Norwich - Norfolk UK**

**Mar-2022 – Aug -2022**

### Accounts Assistant

Oversee day-to-day accounting duties. Performed basic bookkeeping to keep financial records up to date and helped prepared clients' accounts statement. Processed invoices, receipts, and payments, assisted with the preparation of annual statements and other financial reports, and provided administrative support. Raised and sent customer invoices, updated, and maintained procedural documentation. Answer customer queries by phone & email. Liaised with third party providers, clients, and suppliers.

- Completed daily and monthly bank reconciliations
- Reconciled accounts in a timely manner and tracked timesheet.
- Daily entry of key data of financial transactions in database.
- Prepared and maintain accounting documents and records.

### **Metropolitan Insurance Limited, Accra, Ghana 2018 – 2021 Account/Finance Officer**

Reported monthly premiums received for reconciliation. Drafted departmental budgets, manuals, and processes. Validated claims and refunds for approval. Coordinated policy and system suspense monthly reports. Advised claims department on technical issues. Trained new and existing staff on software. Liaised with senior software developers in South Africa. Assisted with dual entry transactions for effective posting.

- Enhanced reconciliation by assisting finance team with reconciliation, whilst managing records for payment vouchers.
- Administered commission payrolls, overrides, and bonuses for sales managers, branch managers, and zonal managers.
- Monitored and reviewed financial controls, processes, and procedures to enable best practice development.
- Collaborated with marketing on budget preparation to ensure alignment with company requirements.
- Managed timely and accurate reporting of various financial transactions and information for detailed analysis.
- Run required month-end reports to close account payable cycle.
- Entered and reconciled sales commission figures.
- Discovered debt accumulations and called for redress.
- Prepared monthly and quarterly reports for financial statement.
- Enhanced system analysis of payments receipts.
- Intensive recons on system balance.
- Completed daily and monthly bank reconciliations.
- Assisted with system audits, and year-end audit.
- Tracked Cashflow, credited & uncredited balances.
- Regular payment runs, processed claims, validated refunds & claims for approval.

## **Adentan Municipal Assembly, Accra, Ghana 2016 – 2018 Account/Finance Assistant**

Processed invoices, reconciled notes to invoices received, and received monthly reconciliation of payments. Processed monthly payroll and resolved payroll discrepancies. Maintained and updated payroll records. Supported financial controller, audit, and claims on payment processes.

- Raised sales invoices and monitored monthly reporting.
- Completed daily and monthly bank reconciliations.
- Daily Invoicing, monthly statements.
- Processed staff expense requests.
- Answer vendor's queries by phone & email.
- Liaising with third party providers, clients, and suppliers.
- Posted banking transactions for businesses, whilst running key reports in accounting software (Life System, Spreadsheet).

## **Education**

**Master of Science in Investment & Financial Management**, University of East Anglia, Norwich, UK

**Chartered Insurance Diploma – Applied Insurance Studies (AIS)**, Chartered Insurance Institute (Ghana) \_Malta-UK

**Bachelor of Science in Accounting**, Wisconsin International University, Accra Ghana

**Higher National Diploma - HND Accountancy**, Accra Technical University, Accra Ghana

## **Projects**

Claim Reversal Resolution Project (2020-2021)

Suspense Account Data Reduction and Clearing (2018-2019)