

ISRAEL AYANFEOLUWA

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PROFESSIONAL SUMMARY

Professional accountant with over seven years of experience in accounting and finance environment. I possess strong analytical and problem-solving skills, with the ability to make well thought out decisions, and excellent communication.

EXPERIENCE

Financial Reporting Officer
Nigerian Exchange Group

2021 – Present

My responsibilities include:

- Ensuring timely postings of transactions into the ERP.
- Preparing annual financial statements as well as other periodic reports
- Reviewing general ledger transactions
- Updating fixed assets register on monthly basis and all assets are ascribed with identification tags.
- Ensuring that transactional documentations are complete with all the requisite approvals before such transaction is processed.
- Ensuring transactions are called over daily to ensure that errors and/or irregularities are discovered promptly and escalated to the team lead and/or departmental head promptly.
- Ensuring transactional documentations are time-stamped, signature verified, and reviewed for completeness, accuracy, and consistency before the transactions are processed.
- Ensuring accruals, prepayment, and amortization schedules are prepared and relevant entries posted by month-end.
- Ensuring maintenance and proofing of General Ledger accounts on a monthly basis and over-aged open items are escalated to the Team Lead.
- Supporting the annual budget process; preparing appropriate guidelines and templates.
- Ensuring that all transactional documents are filed in a neat and easily retrievable manner.
- Supporting internal and external audit exercises and other statutory inspections of the Exchange's books
- Developing, reviewing and maintaining Finance policies, guidelines, and Standard Operating Procedures (SOPs).
- Conducting regular research and liaising with professionals across various industries to ensure financial performance reporting in the organization is aligned with best practices.
- Attending to staff on ERP and tax related matters.
- Performing other related finance related duties as may be assigned from time to time.

Achievements

- Meeting deadline for the submission of management reports.
- Error free management reports.
- Performing other adhoc tasks such as reconciling aged intercompany balances and designing schedules for GL Proof.

Accountant
KPMG Professional Services

2019 – 2021

My responsibilities include:

- Managing accounts payable functions. This includes booking vendor invoices, preparation of a payable schedule, vendor reconciliation and preparation of reports.

- Managing accounts receivable functions. This includes booking customer invoices, preparation of a receivable schedule, customer reconciliation and preparation of reports.
- Performing bank reconciliation and preparing the bank reconciliation report.
- Maintaining a property, plant and equipment register and schedule. Property, plant and equipment reconciliation and preparation of reports.
- Intercompany reconciliation. This involves preparation of schedules to reconcile balances with related parties.
- Maintaining the general ledger accounts.
- Preparation of balance sheet schedules such as prepayments, accruals and other relevant schedules.
- Performing revaluation of domiciliary bank accounts.
- Provide all documentation and information required by auditors properly and timely.
- Preparation of monthly management reports and un-audited financial statements. This involves the preparation of International Financial Reporting Standard (IFRS) compliant financial statements.
- Post audit and client adjustments to the accounting system after the completion of the audit.

Achievement

- Timely submission of deliverables.

Account Officer RCCG

2015 – 2019

My responsibilities include:

- Ensuring controls on internal transactions
- Preparation of cheques and transfer instructions for banks/vendors
- Preparation of bank reconciliations
- Maintenance of floats for specified purposes
- Responsible for proper documentation/filing of cash count sheets and its associated bank tellers.
- Responsible for prompt disbursements of third-party cheques & cash
- Liaise with Senior Accountant for the intact banking of church incomes.
- Assist in the preparation of staff payroll and calculation of all deductions
- Maintenance of schedules of church programmes special offerings.
- Verification of arithmetical accuracy of requisitions and ensure prompt retirement of same.
- Maintenance of cashbook updates on all bank accounts.
- Assist in the preparation of financial reports
- Other duties consistent with the role as assigned from time to time

Achievement

- Timely submission of remittance report and financials
- Performed office administration tasks.

EDUCATION & QUALIFICATIONS

- Chartered Financial Analyst (CFA) (2021 - date)
- ACCA Diploma in IFRS (2022 – in view)
- Associate Chartered Accountant (ACA) (2018)
- MBA Finance and Investment (2016 - 2018) – Ahmadu Bello University, Zaria, Kaduna, Nigeria
- National Youth Service Corp. (NYSC) (2014/2015)
- BSc Business Administration Second Class Upper Division (2009 - 2013) – Adekunle Ajasin University, Ajungba Akoko, Ondo State, Nigeria
- West African Examination Council (2006) Future Leaders, Agbado, Lagos, Nigeria.

KEY SKILLS & EXPERTISE

- IFRS knowledge
- Account reconciliation
- Financial reporting
- Enterprise resource planning tools (Microsoft Dynamics, SAP)
- Accounting software (Sage, QuickBooks, Peachtree)
- Leadership
- Communication skill
- Problem solving
- Detailed oriented
- Bookkeeping

REFERENCE

Available on request