

FINANCE OFFICER

Summary

Profile: An experience Accountant and data base worker who has developed a strong accounting background working with Data Base and Accounting packages for over four years. Team oriented individual with good interpersonal skill and a demonstrated ability to accurately evaluate customer requirement and complete related tasks / project which satisfy or exceed customer requirement on time. . I have the ability to create conducive atmosphere with colleagues at work. Keen, presentable and goal getter, effective team member, trust worthy, reliable and well organize team player. Confident working alone and with senior authorities, creative and enjoys using own initiatives. Flexible and can adapt to work in wide range of tasks. I have the ability to work within tight schedules and outside official hours.

Highlights

- Analytical reasoning
- Compliance testing knowledge
- Financial statement analysis
- Account reconciliation expert
- Financial planner
- Effective time management

Accomplishments

Achieved 25% cost reduction by eliminating redundant processes.

Formally recognized for excellence achieved in financial analysis, budgeting and forecasting.

Experience

April 2014 to January 2016

Company Name City Finance Officer

- Develop internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.
- Coordinate and direct the financial planning, budgeting, procurement, or investment activities of all or part of an organization.
- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.
- Receive cash and checks and make deposits.
- Advise management on short-term and long-term financial objectives, policies, and actions.
- Prepare or direct preparation of financial statements, business activity reports, financial position forecasts, annual budgets, or reports required by regulatory agencies.
- Evaluate needs for procurement of funds and investment of surpluses and make appropriate recommendations.
- Provide direction and assistance to other organizational units regarding accounting and budgeting policies and procedures and efficient control and utilization of financial resources.
- Analyze the financial details of past, present, and expected operations to identify development opportunities and areas where improvement is needed.
- Supervise employees performing financial reporting, accounting, billing, collections, payroll, and budgeting duties.
- Compute, withhold, and account for all payroll deductions.

April 2013 to October 2013

Company Name City Administrative/Finance Officer

- Supervising and monitoring the sheet from haulage work at London Mining
- Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.
- Manage Sage Accounting software in relation to all the company activities.
- Income and Expenditure data inputting and analysis.i.e customer invoices, supplier invoices, credit card payments, and inputting all cost into their various overheads

April 2013 to October 2013

Company Name City Data Entry Supervisor

- Reporting to the Senior Supervisor on the Data Collected during surveys
- Supervising the the output of colleagues to ensure the work is done orderly and on time.
- Responsible for the coding of different information gathered from surveys
- Analysing the authenticity of the report to make sure it truthful and accurate for sending to various donors

September 2012 to April 2013

Company Name City Compliance and Internal Controls Officer

- Daily reconciliation for four(4) Banks international bank accounts

- Daily reconciliation for local (+) Banks international bank accounts

- Weekly report on all activities in the bank
- Monthly cash count at our branches
- Preparing of customer transaction report
- Comply with applicable Money Laundering Prevention Procedures and, in particular, report any suspicious activity to the Unit Money Laundering Prevention Officer and Line Manager.
- Adhere to policies including escalation and compliance requirements, and follow any other relevant internal controls and procedures as they relate to process, products, policies and regulations.
- Weekly review of all KYC document and ensure they are authentic
- Ensuring that account opening packages are have information submitted by customers
- Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies.
- Examine records and interview workers to ensure recording of transactions and
- compliance with laws and regulations.

Education

2013

Fourah Bay College

City , State , Sierra Leone Accounting and Finance

Bachelor of Science GPA: Graduated with honors. Honours in Accounting and Finance Apr Graduated with honors.

Interests

Volunteer, Lunch Box . Treasurer/sectary, Student Government and I was also a very active member of student sports club.

Skills

Customer and Personal Service Administration and Management

Active Listening Judgment and Decision Making

Time Management Quality Control Analysis

Computers and Electronics Clerical

Additional Information

- Volunteer, Lunch Box . Treasurer/sectary, Student Government.

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