

EDOGBEJIRE UFUOMA PEACE
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FINANCE MANAGER

- A Chartered Accountant (**ACA**) and world class financial analyst
- Hands on experience in building Financial Models
- Highly proficient in Data Analysis and preparation of Financial Statement

COMPETENCY PROFILE

Technical Proficiency: Advance Microsoft Excel Functions (Sensitivity Analysis and Scenario Analysis | Data Modelling| Microsoft Office Suite| Building a Three Statement Financial Model| Sage and Tally Accounting Software

Business Training: Healthcare | SQL | Financial Planning & Analysis | Taxation | Professional & Ethical Behavior | Client Relations | Reporting & Documentation| Interpretation and Application of IFRS

WORK EXPERIENCE

DEPUTY MANAGER FINANCE| CHARTERED INSTITUTE OF PERSONNEL MANAGEMENT(CIPM) July 2024 Till Date

Annual Budget preparation- Played a pivotal role in the preparation of annual budget for the Institute using a Bottom-up approach with input from user department where each department are required to prepare their budget in line with the Institute's Three Year strategic plan and defend their budget data with the Institutes Top Team after which upon several review the budget goes to the National Leadership for approval.

Filling of annual Tax returns for the staff of the institute on or before 31st Jan of each financial year.

Reviewed the statement of operating procedure for finance and procurement unit together with the **CIPM Committee** on SOP review.

Monthly **preparation of accurate payroll** with **zero tolerance for errors**.

I prepared the **monthly management** report in line with the applicable international Financial Reporting Standard

I provided **Technical Accounting advice** in **revenue recognition, provision and capitalization of internal use of software and development cost, Property Plant & Equipment**

I performed Data analytics, data cleaning, data preparation, Data visualization and Dashboard

I analyze the monthly financial statement to ascertain how the business create value, do a comparative analysis with prior month, investigate unusual variance and provide a report to the management.

Collaborate with external Auditors during the Audit process in responding to queries, enquiries and providing source documents

I perform general Ledger reconciliation and review of the Trial Balance on a monthly basis.

Data Modelling of Inventory Database creation of Inventory Template to track re-order level in order to avoid stockout.

FINANCE MANAGER | PPC (PHILIPS PROJECT CENTER) LIMITED

July 2023-June 2024

Responsible for the company's financial planning and strategy, setting goals, targets and actionable plans for the key areas of the business- Tax, Accounts payables, Account receivables, procurement and documentation of Inventory.

Preparation of annual budget for the next financial year in the last quarter of the current year

Quarterly review and presentation of financial performance – budget vs actual

I prepared the monthly management report in line with the applicable international Financial Reporting Standard

I perform detailed Financial Analysis- (Vertical and Horizontal Analysis, Profitability analysis, Liquidity Analysis) and built a Three statement financial model.

I provided Technical Accounting advice in revenue recognition, provision and capitalization of internal use of software and development cost, Property Plant & Equipment

I performed Data analytics, data cleaning, data preparation, Data visualization and Dashboard

I analyze the monthly financial statement to ascertain how the business create value, do a comparative analysis with prior month, investigate unusual variance and provide a report to the management.

Setting up a functional Computerized Accounting System for one of PPC's subsidiary (**BTHDC Ltd**).

Drafted a statement of operating procedure for the subsidiary (**BTHDC Ltd**) which was approved by the Group CFO

I perform general Ledger reconciliation and review of the Trial Balance on a monthly basis.

Data Modelling of Inventory Database creation of Inventory Template to track re-order level in order to avoid stockout.

I facilitated the training of the Finance Team on Microsoft Excel and the weekly Finance meeting for brainstorming sessions.

FINANCE ANALYST | PPC (PHILIPS PROJECT CENTER) LIMITED

Aug 2020- June 2023

I prepared the monthly management report in line with the applicable international Financial Reporting Standard perform detailed Financial Analysis-(Vertical and Horizontal Analysis, Profitability analysis, Liquidity Analysis) and built a Three statement financial model.

I provided Technical Accounting advice in revenue recognition, provision, financial instrument and capitalization of internal use of software and development cost, Property Plant & Equipment

I performed Data analytics, data cleaning, data preparation, Data visualization and Dashboard

I analyze the monthly financial statement to ascertain how the business create value, do a comparative analysis with prior month, investigate unusual variance and provide a report to the management.

I prepare annual and quarterly Budget by engaging top management executives to provide detailed information on actual cost and proposed revenue to be generated from various strategic business units

Setting up a functional Computerized Accounting System for one of PPC's subsidiary (**BTHDC Ltd**).

Drafted a statement of operating procedure for the subsidiary (**BTHDC Ltd**) which was approved by the Group CFO

I perform general Ledger reconciliation and review of the Trial Balance on a monthly basis.

Data Modelling of Inventory Database creation of Inventory Template to track re-order level in order to avoid stockout.

I facilitated the training of the Finance Team on Microsoft Excel and the weekly Finance meeting for brainstorming sessions.

ACHIEVEMENTS

- I supported the Finance and Sales team of my current employer (PPC Ltd) to increase revenue by 50% on a monthly basis since Jan 2021 through weekly revenue forecasting and comparing Sales target with actuals, drawing insights from the sales data and driving the sales team with incentives to reach set targets.
- I reduced the timeline in processing patient refund from over 90 days to 2 week- 300% operational efficiency in refund processing.
- I played a pivotal role in the deployment and implemented the usage of Sage 200 Accounting Software, migrated raw data and incomplete records to the Accounting Software and ensuring compliance from the procurement department.
- Managed the procurement arm of the business for two months, ensuring the On-time delivery and avoiding stock out pending when a procurement lead was hired.
- I utilized **Activity Based Costing** to provide strategic business decision to management in determining which product line we need to drop, the product line we need to prioritize based on the product profitability and the product lines we need to increase sales, and product lines we need to increase prices relative to competitors pricing for us to break even

Accountant | One Spirit Company Limited

Nov 2019-July 2020

Drafted credit agreement with clients to ensure agreed payment terms are adhered to for prompt settlement of bills
Prepared weekly cash flow projection for to ensure seamless Cash flow and effective cash planning
Trend Analysis of monthly expenditure
Remittance of PAYEE, VAT to relevant tax authorities
Verification of vendor invoices and initiating payments promptly to ensure smooth supply chain management process
Daily review of invoices for correctness and accuracy
Issuance of credit note to clients for returned goods

Account Receivables Analyst | Manifold Computers Limited, Surulere

Aug 2015 - Oct 2018

Prepares monthly profit of billing analysis.
Writing of clients to follow and ensure payment is received on overdue invoices
Updates and maintains Account Receivables report with new invoices
Updates and maintains Goods-in-Transit report.
Post month-end schedule such as depreciation, interest expenses, rent, and insurance.
Assists with any other task that may be assigned to me by the Finance Manager.
Process payment vouchers and cheques/bank transfers/bank mandate
Prepare monthly Bank reconciliation and posting adjusting entries on Figurro
Posting all bank and cash payments on Figurro Accounting Software
Research and reconcile vendors statement to correct discrepancies monthly
Respond to all vendors enquiries
Maintain files and documentation thoroughly and accurately

EDUCATION AND PROFESSIONAL CERTIFICATION

B. Sc Accounting | Lagos State University, Ojo

ACA (Associate Chartered Accountant)

CPA Canada(In-view)

PROFESSIONAL TRAININGS ATTENDED

A Certificate in Financial Modelling Training & Forecasting

Piston & Fusion Training Institute

Financial Modelling & Valuation Analyst Training (**FMVA**)

Corporate Finance Institute (CFI)- Ongoing