

HILARY IFEANYI

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Summary A finance graduate with experience in different areas of finance, accounting, preparation of management account, treasury management, account payable, account receivables, fund accounting, impress account management, bank reconciliation, and a certified diploma in financial reporting.

Feb 2016 **LEADCAPITAL, Finance/Management Account**

Responsibilities

- Preparation of management account,
- Support with preparation of trial balance and supporting documentation for all statutory audits.
- Review of general ledger to ensure correct entries of all profit & loss entries
- Preparation and prompt rendition of monthly value added tax (vat) and withholding tax (wht)
- Support with preparation of accounts reconciliation to validate ending balances in the GL on a quarterly basis.
- Prompt rendition of SEC & NSE returns.

Feb 2016 **Finance/ Treasury**

Responsibilities

- Evaluation, development and implementation of cash management systems to optimize efficiencies.
- Responsible for all cash management functions i.e. cash concentration, account funding, local and international bank transfers as well as ensuring adequate liquidity for working capital needs and investing excess cash.
- Responsible for forecasting daily cash requirements as well as daily company income and interest expense.
- Responsible for overseeing and strengthening relationships with all banks and financial institutions as well as negotiating all bank and service fees/Effective Foreign exchange bids at inter-bank and export proceeds utilisation.
- Review and recommend changes to the organization's investment policies based on the market conditions as well as assess treasury performance benchmarks and recommend changes when necessary.
- Develop and monitor treasury operational policies and ensure compliance with the organization's internal controls, policies & procedures.
- Reconciliation of all daily cash receipts, daily bank deposits, daily transactions and petty cash transactions.
- Effective monitoring of all trade transactions to ensure payments are made timely and proper ledger posting of the transactions.
- Responsible for the determination of the organization's tax position and the applicability of taxable/non-

taxable instruments.

- Conduct benchmark studies on banks /other financial institutions and their services to evaluate compatibility with the organization’s needs.

April 20102 **LEAD CAPITAL PLC, *Account Payment/Receiving Officer***

Responsibilities

- Impress account management: I am responsible for the management of the firm impress account.
- Prompt processing of customer payments: As the account payable and receivable officer, I ensure client request are treated as at when due, after confirmation from the client and the relationship manager.
- Trade posting: I am responsible for posting of all trades executed at the floor of Nigerian stock exchange.
- Payment Confirmation: This is one of my core responsibility, the confirmation of cheques issued to client is propriety.
- Payroll Preparation: Accurate and timely preparation of employee compensation by adhering strictly to federal regulations e.g. Pensions, Paye, Nigerian social insurance Trust Fund and National Housing.

2005- 2008 **University of Benin / Benin, Edo State, Banking & Finance honors (BSC.) (2nd Class Upper)**

Professional Nigerian Institute of Management (2009)
ACCA IFRDIP (In view) 2015

Other Qualifications Certificate in Investment Advisory and Professional Asset Management Service. (**Kings Throne School of Wealth Management**)

Recent Training Attended Basic Financial Modeling (August 2014) A training organized by Philip Consulting, Fund Accounting, training by the financial controller Crusader Sterling Financial Controller.

Languages Fluent English, Fluent Igbo, Fluent Isoko.

Other Information Activities/Interests: Reading, Movies, Music, Swimming, Travelling and Cooking.

Referees

Mr. Jaboro
Oghenekevwe Peter

Mrs Ididiamaka Okwukaogu
Bank of Industry

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& Gas Down Stream)
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