

JANET FUNKE AKINLEYE

ACCOUNTANT | FINANCIAL REPORTING | PUBLIC SECTOR ACCOUNTING

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PROFESSIONAL SUMMARY

Accounting professional with over 10 years of experience in financial reporting, reconciliation, cashbook management, budgeting, audit support and public-sector accounting. Experienced in university accounting operations, management accounts, ledgers, journal vouchers and bank reconciliation, with proficiency in Excel, SAGE and ADMON Professional ERP.

CORE COMPETENCIES

Financial Reporting • Bank Reconciliation • Cashbook Management • General Ledger • Journal Vouchers • Budgeting • Statutory Deductions • Accounts Payable & Receivable • Payroll • Audit Support • LPO & Contractor Documentation • IPSAS • Public Sector Accounting

PROFESSIONAL EXPERIENCE

OSUN STATE UNIVERSITY, OSOGBO, OSUN STATE | Bursary Department | November 2019 – Present

Final Accounts Unit | February 2022 – Present

- Maintain accounting books, ledgers and journal vouchers.
- Prepare monthly financial statements for management and Governing Council use.
- Prepare bank reconciliations and general ledgers.
- Liaise with external auditors during statutory audits.
- Prepare LPOs for University contractors and post accounting entries using ADMON Professional ERP.

Cashbook Management & Reconciliation Unit | November 2019 – February 2022

- Reconciled University accounts and maintained cashbooks and financial books.
- Prepared journal vouchers, deduction schedules and conference-related schedules.
- Prepared monthly statutory deductions and verified cashbook transactions.
- Liaised with external auditors and performed other assigned accounting duties.

MICCOM CANCER FOUNDATION, ADA, OSUN STATE | Account Officer / Administrative Officer | 2014 – 2019

- Prepared management accounts, monthly reports and cashbooks.
- Performed bank reconciliations, budgeting, tax preparation and financial statement audit support.
- Managed payroll and reconciled accounts payable and receivable.

IZZICHA GRAMMAR SCHOOL, IZZI, EBONYI STATE | NYSC Teacher | 2013 – 2014

- Taught Business Studies, Commerce and Accounting.

EDUCATION & QUALIFICATIONS

Osun State University, Osogbo — B.Sc. Accounting | 2023 | Second Class Honours (Upper Division)

Osun State Polytechnic, Iree — HND Accountancy | 2012 | Lower Credit

Osun State Polytechnic, Iree — ND Accountancy | 2009 | Lower Credit

Nigerian Institute of Management — Proficiency Certificate | 2014

WAEC — Senior School Certificate Examination | 2005

PROFESSIONAL MEMBERSHIP

- Association of National Accountants of Nigeria (ANAN) – Chartered; yet to be inducted.
- Institute of Chartered Accountants of Nigeria (ICAN) – Student Member / In View.

TRAINING & WORKSHOPS

- Advanced Digital Appreciation Programme – Tertiary (ADAPTI) | Digital Bridge Institute | October 2020.
- Osun State University Accounting Manual Seminar | 15–16 December 2021.
- IPSAS: Adoption and Implementation | Osun State University | 12–13 April 2023.
- ADMON Software – Bank Reconciliation Expert Training | Ikeja, Lagos | 8–9 September 2023.

TECHNICAL SKILLS

Microsoft Excel • Microsoft Word • Microsoft PowerPoint • SAGE Accounting Software • ADMON Professional (ERP)

INTERESTS

Reading • Cooking • Playing Chess • Playing Scrabble • Site Viewing

REFEREES

Available upon request.