# Philip Adarkwa

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MANAGEMENT / FINANCIAL ACCOUNTANT PROFESSIONAL

Motivated leader with wide range of skills and technical abilities to impact company through stringent adherence to project timelines, outstanding analytical capabilities, numerous accounting systems. Proven clients service aptitude, strengthening relationships while exceeding company expectations. Demonstrated work ethic, client commitments by completing quality work on time, within budget. Analyse, implement cost-saving internal processes, procedures increasing productivity while meeting strict accuracy expectations. Manage personal, corporate tax and VAT preparation.

Willing to relocate: Anywhere

## Work Experience

### Senior Management Accountant

Pam and Co Ltd-London
October 2024 to Present

• Preparation of statutory accounts, management accounts, budgeting, forecast and variance analysis.
• Accounts Preparation - Overseeing and preparation of annual statutory accounts for a range of clients
• Tax Compliance - Manage and review personal tax returns, corporation tax returns, VAT returns
• Supervision of Junior Accountants - Provide guidance and supervision to junior staff in the preparation of accounts, audits, and tax returns
• Client Management - Acting as the main point of contact for a portfolio of clients, building and maintaining strong client relationships
• Tax Planning and advisory - providing these services to clients
• Management accounts - Preparing and reviewing monthly and quarterly management accounts, providing analysis and insights to clients
• Reporting - Prepare internal reports for senior management and partners regarding client progress
• Preparation of business plan, calculation of monthly revenue trends and Bad Debts analysis.
• Prepare project accounting and period end journal and ensure spending is kept in line with budget.
• Computation of Corporation tax, deferred tax and quarterly VAT returns.

### Senior Management Accountant

Carrington Blake Group Ltd
October 2022 to September 2024

• Prepare the month end management accounts (including P&L by contract, balance sheet supported by full reconciliations of key accounts including prepayments and accruals, monthly cashflow) for one trading company and two other group companies.
• Maintain accurate intercompany accounts and reconciliation between companies' balance sheets within Xero.
• Business Partnering: Build internal relationships with key account leads, support them in commercial decision making, managing the finance on their client portfolios including risk and client balance sheets. Sharing regular updates with the finance leadership team.
• Commercial Financial Management: Supporting the team with ad-hoc commercial tasks, including reviewing and assessing client performance, client chargeability as well as agency performance and chargeability.

• Month End Process: Responsibilities for ensuring accurate recognition of revenue, accruals and prepayments. Company house filling and HMRC returns (CT600)

• London BS Control: Producing Agency review packs for one entity within the Group and following up on BS actions identified from monthly Agency Pack reviews, including resolving reconciling items, improving reconciliation quality, and streamlining processes for better control and visibility.

• Complete PAYE/VAT monthly and quarterly submissions to HMRC

### Management Accountant

Goldcrest Land Limited

April 2020 to September 2022

• Preparation of management accounting – actuals, budgeting, variance analysis and forecast.
• Financial Accounting – preparing financial statements under applicable reporting standards.
• Preparation, reconciliation, and presentation of balance sheet reviews to senior stakeholders.
• Analyse project costs and profitability, project P&L's and revenue and maintain fixed asset register.
• Ensuring authorisation and payment and management of supplier invoices and expenses.
• Prepare accounts for sole traders, partnerships, and limited companies.
• Complete and submit VAT returns.
• Ensure compliance with accounting standards and tax regulations.
• Manage VAT and review team members' work.
• Management reports and Client Planning
• Maintenance of invoice processing, payments, and business internet banking.
• Management of purchase orders and processing of invoices through the general ledger.
• Prepare project accounting and period end journal and ensure spending is kept in line with budget.
• Prepared general ledger, receivable, payable, accruals, prepayments, journals and bank reconciliation
• Prepare balanced sheet, bank, and trial balance accounts reconciliations.

Management of employees Pensions and Benefits (NEST) and resolving invoice queries

### Senior Accountant

Hestia Housing & Support-London

July 2019 to March 2020

• Prepare monthly financial Statement and assigned notes to the accounts.
• Ensuring authorisation and payment and management of supplier invoices and expenses.
• Analyse project costs and profitability, project P&L's and revenue
• Preparation of monthly revenue trends and Bad Debts analysis.
• Ensure that monthly and quarterly reporting is accurate and is delivered with revenue and costs so as to ensure optimum input in application process to client, cost control and cash forecasting.
• Prepare project accounting and period end journal and ensure spending is kept in line with budget.
• Prepared general ledger, receivable, payable, accruals, prepayments and bank reconciliation.
• Monitor bank accounts, transactions and preparation of bank and cash reconciliations,
• Preparation of management accounts, budgeting and variance analysis.
• Provide comprehensive, effective and efficient financial service advice to budget holders.
• Explain financial concepts to non-financial stakeholders, and internal financial controls processes.
• Review of business performance and month end revenue and expenditure accordingly.

Monthly cash management reporting, debtors control analysis and deferred income

### Senior Finance Officer

388 Streatham Hub Ltd – Part Time

January 2017 to July 2019

• Preparation of annual statutory accounts, Budget, forecast and variance analysis.
• Monthly management accounts preparation for trustees (P&L) and cash flow.
• Analysing all monthly income generated, review and reconciliation of data by the organisation.
• Overseeing income statements, Fixed asset register and balance sheet reconciliation
• Maintenance of invoice processing, payments and business internet banking.
• Management of purchase orders and processing of invoices through the general ledger.
• Production of budget and cost management information for stakeholders from source
• Management of employees Pensions and Benefits (NEST) and resolving invoice queries.
• Evaluation of all costs and expenses generated by the organisation.
• Filing, scanning, archiving and records expenses submission, travel and courier arrangements.
• Monitor bank accounts, transactions and preparation of bank and cash reconciliations,
Ensuring authorisation and payment and management of supplier invoices and expenses

### Management Accountant

Holocaust Memorial Day Trust
January 2013 to March 2016

• Prepare monthly and annual financial Statement and assigned notes to the accounts.
• Prepared annual budgets and mid years reviews with discussion with HMD'S trustees.
• Preparation monthly management accounts pack, forecast and variance analysis for the trustees.
• Analyse costs, P&L's and maintained fixed asset register.
• Undertake all day-to-day financial tasks to reflects HMD'S income and expenditure.
• Ensuring authorisation and payment and management of supplier invoices and expenses.
• Oversee the payroll function and employee pension management-Nest.
Undertake balance sheet reconciliation and also monthly bank and cash reconciliations

### FINANCE OFFICER

ELLIOT AKINS & CO
March 2008 to December 2012

• Preparation of annual statutory accounts, Corporation tax and review.
• Preparation of monthly management accounts pack (P&L) budget, forecasting and variance analysis
• Managing cost clerk and finance assistant staff including review of their account and monitoring.
• Preparation of month end journals, reconciliations, Balance sheet and general ledger
• Maintenance of fixed asset registers, prepayment schedules and accruals.
• Production of VAT returns, monthly bank reconciliations, identifying and clearing all differences.
• Maintain fixed asset register, preparation of P&L and Balance Sheet reconciliations.
• Preparation of Bank reconciliation statement and assist FM with the completion of monthly report.
• Review of business performance and month end revenue and expenditure accordingly.

### FINANCIAL ACCOUNTANT

Phillip Kobb's & Co Chartered Certified Accountancy
February 2003 to February 2008

• Preparation of monthly management accounts pack and statutory financial reporting
• Preparation of investment appraisals and business case analysis for property investors.
• Preparation of wages control accounts, PAYE and corporation tax computation.
• Preparation of balance sheet and Bank reconciliation and manage cash flow for bank accounts.
• Processing of staff expenses and allocation of payment.

## Education

### MBA in Finance
University of Wales Institute' Cardiff
2009 to 2010

### Higher Education - CIMA Qualified (Associate member) CGMA, ACMA in Finance and Accounting
London School of Business and Finance
May 2007 to November 2009

### Certificate of higher education in Professional Studies - Chartered Institute of Management Accountants -Strategic, Adv Diploma and Certificate in Business Accounting (CIMA), IFA Level 2 and RSA Level 3 Advanced
London School of Business and Finance and Central College - London
May 2004 to November 2009

## Skills

- Experience in development and monitoring of stakeholders, delivery of financial information to non-financial management, reporting, analysis and commentary.
- An effective communicator and find it easy to relate to people at all levels including Senior Management and Directors.
- QuickBooks
- Have attention to details, diligent, pro-active and analyse problems and implement solutions.
- Bookkeeping
- IRIS, Xero, Sage Line 50, Quick Books, Taxcalc, Kypera, CASM and VT Transaction. (5 years)
- Microsoft Excel
- General Ledger Accounting
- Although I can work on my own initiative, working as a team member is also part of my normal routine. I have gained experience of working as part of a team in my present and past roles.
- Budgeting
- Accounting
- Ready to challenge and being challenge to drive, and determine to continually strive for improvement
- Ability to used Microsoft Advanced Excel, Pivot table, V-lookup, Scenario Analysis, What If Analysis, Data validation, Subtotal, Filtering, Word and Power point to analyse data. ORGANISATION, COMMUNICATION &TEAMWORK

## Certifications and Licenses

### ACMA (Chartered Institute of Management Accountants)
October 2013

ASSOCIATE MEMBER