

# Temitope Adejumo

Financial Accountant

📍 23 Ketch St, Barking IG11, UK

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## Languages

English

## About

I am an enthusiastic, hardworking qualified accountant (ACCA) with strong technical accounting knowledge with strategic and commercial awareness, who is experienced in a broad range of finance functions within both Private and Not for Profit sectors across multiple industries such as Retail, Digital Technology, Construction, Real Estate, and Housing. Strong customer focus to build relationships with stakeholders at all levels and across organizations. Results focused on a credible track record of delivering successful change in a finance environment utilizing a hands-on approach.

### BRANDS WORKED WITH

Digital Catapult Ltd.

GETIR UK LIMITED

Guild Living Ltd

LEWISHAM HOMES LTD

Metropolitan Thames Valley Housing / Fizzy Living

NHS PROFESSIONAL

Southern Housing Group

The Floor Room Ltd

THE PERFUME SHOP LTD

## Experience

### ● Senior Finance Manager

The Floor Room Ltd | May 2023 - Jan 2024

Responsibilities:

- Finance Business partnering with John Lewis Partners Ltd & Carpetright Ltd implementing Concession agreement, reporting on sales commissions, royalty fees and monthly reporting pack
- System Implementation and configuration on D365 F&O, COA & approval workflow
- Cost Center creation of the 34 Concession stores in John Lewis and 1 stand-alone store
- Preparation of store P&L, balance sheet & cashflow
- Recruitment of 5 Finance staff
- Prepared and build up effective Forecast & Budgeting
- Company & Vat registration and preparing monthly Vat returns
- Setting up IFC provider, FCA approvals and due diligence
- Cashflow build-ups, Balance sheet review and reconciliations
- Preparing the weekly Monday sales & trade report
- Intercompany recharges with Transfer Pricing (TP) calculation
- Capex – Working capital build-up
- Monthly Payroll preparation and Month end Journals, accruals & pre-payments
- Supplier set up, contracts negotiation terms, due diligent etc,
- Defining and implementing new financial controls and procedures
- Building Management Pack to include KPI's and Central P&L analysis
- Business Partnering with various workstreams and stakeholders

### ● Operation Finance Manager

GETIR UK LIMITED | Jan 2022 - Apr 2023

Responsibilities:

- Finance Business Partner to various departments - Operations, Property, Indirect Procurements, Courier Growth, Operation Expansion, and Fleet Operation Teams, understanding all fixed and variable cost drivers and addressing all financial queries.
- Financial lead on controls & risks involving all operation costs, including supply chain, logistics, and store operations.
- Preparing forecast and Budget for all department and reviewing actual vs budget
- Ensuring timely preparation and presentation of management reporting and business performance metrics
- Review and analysis of P&L, Operations KPIs and monitoring Cashflow
- Ensure effective financial close process, including review of journal

- entries, and accounting reconciliations within the established timeline.
- Performing working capital improvement projects and the preparation of operation expansion and capital expenditure business cases
- Improve the accounting processes and controls, ensuring all financial transactions are properly recorded and reported.
- Analyzing various spending against budget and forecast and its profitability.
- Provide insight into and use of financial KPIs and business drivers
- Timely reporting, building a new reporting template, thereby collaborating effectively with the various stakeholders.
- Performing various supplier reconciliations to ensure correct billing and adequate bookkeeping records.
- Performing detailed reviews (and challenging) of all new business cases & investment proposals
- Monthly and weekly analysis of business performance, identifying areas of improvement and discrepancies.
- Property Portfolio Management, IFRS 16 Accounting for lease and rent-free period schedules

## ● Project Accountant

Guild Living Ltd | May 2021 - Oct 2021

Responsibilities:

- Prepare monthly management accounts including cash flow and commentary on key variances.
- Clearly summarize the key financial information for monthly reporting
- Producing monthly key deliverables on 4 Projects sites and entities
- Manage working capital requirements of the 4 entities, including producing flash reporting and drawdown process.
- Financial modeling of revenue expenditure to support decisions and predict future outcomes based on assumption lead inputs to assist with the formulation of strategic business plans.
- Helping project team leaders and external consultants manage the professional fee budgets of the projects.
- Ensure compliance with the management agreement and SLA in relation to property management services.
- Finalize the annual statutory accounts and manage the audit process.
- Review, update and analyze financial models/appraisals working in concert with all parts of the business to ensure numbers are understood and agreed.
- Preparation of budgets/forecasts for construction projects.
- Manage the accounts receivable and accounts payable process on all 4 sites.
- Bank and Balance sheet reconciliations.
- VAT and CIS returns with HMRC and liaison with tax advisors to produce corporation tax comps.
- Preparing ad hoc key information and insightful analysis for the CEO
- Build strong relationships with the planning, construction, and development teams.

## ● Financial Accounting Manager

LEWISHAM HOMES LTD | Jan 2021 - Mar 2021

Responsibilities:

- Managing and coordinating all technical duties in the Financial Accounting section and the preparation of the statutory financial statements for the year ended.
- Prepare necessary files and other required documentation for the year-end audit and liaise with the auditors to ensure a successful audit with no management points or misstatements.
- Improved processes and strengthen financial controls to be more efficient
- Reviewing and implementing accurate recording of accounting entries
- Performed detailed reconciliations of the control accounts and company balances.
- Management of Cashflow, checking all transactions are recorded accurately.
- Reconciliation of payroll calculations and liaising with HR and budget holders on related matters
- Created process notes, policies, and effective relationship-building with other departments.

## ● Associate Financial Accountant – JV & Sub

Metropolitan Thames Valley Housing / Fizzy Living | Aug 2017 - Dec 2020

Responsibilities:

- The preparation of budget and forecast estimates for all subsidiaries, joint ventures & associates.
- Business partnering with stakeholders to give insight on performance vs target.
- Capital accounting and Management reports on property sales and forecasts.
- Prepare assigned notes to the accounts for the Financial Statements
- Preparation and collation of audit evidence and working papers within the agreed time
- Processing Sales and calculations of monthly Cost of Sales
- Maintaining Fixed Asset register for all Fizzy Living entities
- Maintaining accurate records and journals of all Handovers, Completed schemes & Grant tenures.
- Preparing the management accounts for the subsidiaries, joint ventures, and associate entities
- Managing and reconciling the positions in the I & E and the balance sheet for the subsidiaries
- Preparing & distributing monthly management reports to Budget Holders
- Point of contact for MHT & Joint ventures associate queries
- Preparing cost analysis, spending, and reconciliation of all fizzy entities
- Maintaining point of contact for MHT & Joint ventures associate queries
- Maintaining Joint ventures and subsidiaries' drawdown and loan repayment
- Monthly preparation of accruals and prepayments journals
- Providing financial information for the business to enable financial position analysis.
- Identifying, investigating, and ensuring appropriate recharge is carried out where needed.
- VAT and CIS computation and submission

## ● Financial Accountant

Digital Catapult Ltd. | Jun 2014 - Jul 2017

Responsibilities:

- Budget preparations, forecasting, and sourcing out KPI information.
- Managing various projects cost, analysing expenditure and capturing cost per head via timesheet, invoices, & expense claim, supporting project managers and reporting on a weekly/monthly basis
- Cash flow analysis and monthly spending review with departmental heads
- Responsible for the Fixed Asset Register, accounting, and reporting
- Production of monthly management accounts and pension reports.
- Performing bank and balance sheet reconciliations monthly for month ends
- Calculating and posting accruals, prepayments, and other journals at the year/month end
- Preparation of monthly Vat Returns and EC sales list.
- Calculation and posting of period-end journals and intercompany transaction reconciliation.
- Managing the fixed assets register including capitalization and Ascertaining capital accruals.
- Identifying capital expenditures & assisting in cash flow movement for revenue recognition
- Working closely with Sales, Events, and CRD teams to correctly record sales and assess the impact on revenue recognition with determination of deferred revenue.
- Working with the external auditors, providing support to aid the audit functions as required.
- Maintaining Grant register from Innovate UK and all European Grants received.
- Support payroll activities liaising with HR and external provider and uploading the payroll journals
- Responsible for all aspects of the purchase ledger and fortnight payment run.
- Supervising, preparing and issuing customer invoices and solving any billing queries or questions.

- Matching, coding, and posting invoices including foreign invoices for fortnight payment run.
- Processing and reconciling credit card, all expenses including directors' expense claim
- Implementing and reviewing internal controls to improve processes and output.

### ● **Management Accountant**

THE PERFUME SHOP LTD | Apr 2011 - Jun 2014

Responsibilities:

- Reviewing cashflows and forecasts, also performing periodic management reports including budget to actual variance analysis and their commentaries.
- Processing Accruals & Prepayments and any reversal of journals
- Managing 16 stores, preparing their P&L, forecasting, budget preparation, and cost of sales
- Month-end management reporting and analysis on daily cash flow forecast and the actual figure.
- Sales reporting, actual vs budgeting analysis, and maintaining store Margin %
- Preparation of year-end audit files and statutory account including liaison with the external auditors
- Liaising with the store managers on financial-related issues and discount margin application
- Responsible for accurate reporting of accounts payable transactions and monthly movements
- Performing weekly payment runs through BACS and CHAPS and raising manual cheques.



### ● **Account Receivable / Credit Controller**

Southern Housing Group | Jan 2009 - Apr 2011

Achievements:

- Acquired 65% of all outstanding debts within 5 months, following dedicated follow-up procedures.
- Introduced the concept of "suspense accounts", effectively ensuring compliance with standards and accounting principles.

### ● **Account Payable Officer**

NHS PROFESSIONAL | May 2006 - Jan 2009

Achievements:

- Streamlined the accounts payable system by restructuring old accounts payable procedures.
- Led a series of training sessions, providing solid accounting background to trainees and accounting interns.

## **Education & Training**

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- 2010 - 2012 ● **Anglia Ruskin University**  
MBA in Business Administration,
- 2006 - 2010 ● **London College of Accountancy**  
ACCA,
- 1994 - 1999 ● **Cherubim and Seraphim College**  
WAEC / GCSE: 4'A, 2'B and 2 C.,