

AKINTUNDE, SANMI TEMITAYO

No 18, Akanbi Street, Ladylak, Somolu, Lagos.

PHONE: +23407084322957

EMAIL: sanmy4success@gmail.com

Objective

To apply my academic knowledge, professional skills and work experience in achieving the organization's goals and objectives through efficient management of human and material resources.

Work Experience

INSTITUTE OF TRANSPORT AND MANAGEMENT TECHNOLOGY

November 2019 to Date

Position Held: **Bursar**

Roles and Responsibilities

- Develop and manage the institution's annual budget.
- Monitor expenditure against budget allocations and prepare financial forecasts.
- Prepare and ensure accurate, timely financial reporting, including financial statements.
- Maintain accurate financial records and ensure compliance with accounting standards.
- Coordinate and implement recommendations from internal and external audits.
- Manage the institution's cash flow, banking relationships, and investment portfolios.
- Oversee payment processing, including payroll, vendor payments, and student refunds.
- Manage the billing, collection of tuition fees, and oversee procurement of goods and services.
- Ensure compliance with financial regulations, tax laws, and maintain asset records.
- Communicate financial information clearly to stakeholders and support other departments' financial needs.

INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

October 2019 to November 2020

Position Held: **Manager – Subject Matter Expert**

Roles and Responsibilities:

- Liaises with and manages relationship with experts and resource persons
- Review and agree each paper for presentation to and approval by the Head of Directorate and chair of the faculty committee
- Organises and obtain approval for training and certification programmes and ensure compliance
- Act as the in-house expert for the faculty areas by reviewing syllabuses, maintaining up-to-date knowledge and providing technical guidance
- Lead and ensure compliance with quality control measures in the faculty process and improvement of all processes for the faculty to ensure operational efficiency
- Coordinate the review of learning materials for the faculty areas
- Secretary to the Nigerian Integrated Reporting Committee advocating for sustainability thinking and reporting

Emel Hospitals Limited

May 2018 to October 2019

Position Held: **Finance Manager**

Key Result Areas (KRA):

Planning, Policy and Investor Relations

- Coordinate the development and monitoring of the corporate annual budget
- Develop financial business plans and forecast for the hospital
- Engage the Board of Directors of the organization as a representative of the COO on all short, medium and long term financial plans and projections
- Provide financial and investment advice to the COO, Board of Directors and Investors in the business

Financial Management

- Oversee cash flow planning and ensure availability of funds as needed
- Oversee cash, investment and assets management
- Oversee financing strategies and activities as well as senior level banking relationship

Organisational Tax and Regulatory Agencies Management

- Supervising the calculation and reconciliation of income tax payments of all of all employees to ensure adherence with relevant tax laws
- Forecasting, calculating and ensuring payment of all corporate and Institutional statutory remittances
- Coordinate audits and proper filing of tax and other statutory returns

Team Administration

- Lead the Hospital's Finance Department to ensure that the Hospital is efficiently managing its financial capacity
- Manage appropriate work and time plans for all staff in the department to maximize the efficient use of staff time
- Support finance team members in developing the knowledge and skills of existing staff
- Review the performance and competence of staff through annual appraisal, identifying training needs and arranging for its provision in conjunction with Human Resources

Layinka Lawal & Co Services (Firm of Chartered Accountants)

Nov 2016 to May 2018

Position Held: **Senior Manager - Management Services**

Responsibilities:

- Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies.
- Report to management about asset utilization and audit results, and recommend changes in operations and financial activities.
- Review data about material assets, net worth, liabilities, capital stock, surplus, income, and expenditures.
- Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
- Examine and evaluate financial and information systems, recommending controls to ensure system reliability and data integrity.
- Prepare, analyze, and verify annual reports, financial statements, and other records, using accepted accounting and statistical procedures to assess financial condition and facilitate financial planning.
- Confer with company officials about financial and regulatory matters.
- Examine inventory to verify journal and ledger entries.

- Examine whether the organization's objectives are reflected in its management activities, and whether employees understand the objectives.
- Examine records and interview workers to ensure recording of transactions and compliance with laws and regulations.
- Direct activities of personnel engaged in filing, recording, compiling and transmitting financial records.
- Conduct pre-implementation audits to determine if systems and programs under development will work as planned.
- Examine records, tax returns, and related documents pertaining to settlement of decedent's estate.
- Audit payroll and personnel records to determine unemployment insurance premiums, workers' compensation coverage, liabilities, and compliance with tax laws.

Newgate Medical Services Ltd

Feb 2016 to Nov 2016

Position Held: **Hospital Administrator/Accountant**

Responsibilities:

- Prepare profit or loss statements and monthly statement of financial position and other cost accounting reports.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Coordinate changes and improvements in automated financial and management information systems for the company.
- Supervise the Cashier on cash/cheque collection on daily basis.
- Sign off on the daily cash/cheque collection analysis schedule if found satisfactory upon verification.
- Supervise and maintain security balance within the hospital environment.
- Monthly capitation report showing profitability of each HMO relationship with trend analysis.
- Ensure daily cash collection is handed over to Admin Officer for banking and to personally scrutinize the filling of bank tellers for which daily deposits were made by the Admin Officer. Please note that a copy of the bank teller must be file daily in box file ease of reference.
- Oversee the approval and processing of revenue, expenditure, and position control documents, departmental budgets, mass salary updates, ledger, and account maintenance and data entry.
- Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
- Analyze and review budgets and expenditures monthly.
- Monitor and review General Ledger daily for accuracy, completeness and data integrity of the General Ledger.
- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- Analyze revenue and expenditure trends and recommend appropriate control actions on expenditure.
- Explain billing invoices and accounting policies to staff, vendors and clients.
- Resolve accounting discrepancies.
- Promote positive relations with HMO partners, vendors, and distributors.
- Recommend, develop and maintain financial data bases, manual and soft filing systems with up to date soft index.
- Supervise input and handling of financial data and reports for the company's automated financial systems.
- Interact with internal and external auditors in completing statutory audit and other related audits.
- Responsible for the hospital financial management initiatives.
- Conduct regular vendor review and certification
- Maintain and supervise finance related filling in line with index filling policy of the company.
- Responsible for all administrative functions within the Ikorodu facility with supervisory role on Ojodu branch HA.
- Lead bi-annual staff appraisal exercise in July and December of every year. Other duties as may be assigned.

The Roding Medical Centre Ltd

Nov 2009 – Feb 2016

Position Held: **Head, Accounts and Admin**

Responsibilities:

- Prepare monthly and quarterly management report used during board meetings.
- Coordinate with Executive Director (Finance & Admin) in evaluating all company's financial policies.
- Liaise with cooperate clients (HMOs) on various tariff plans and earnings.
- Ensure monthly bills are prepared and dispatched to cooperate clients (HMOs)
- Prepare company payroll
- Ensure payments are accurately accounted for and remitted to appropriate banks
- Prepare weekly and monthly debtors and creditors age analysis
- Handling of statutory matters such as PAYE, W/TAX, etc
- Prepare annual budgets and variance analysis (Cash flow, Operating and Capital)
- Prepare monthly bank reconciliation statement
- Finance/Cash Management
- Supervise account department and account functions
- Perform any other administrative functions as may be directed by the Executive Director (F& A)

The Roding Medical Centre Ltd

July 2008 – Nov 2009

Position Held: **Revenue Assurance/Account Officer**

Responsibilities:

- Assist the Head of Accounts in the administration of financial accounts
- Ensure clients are accurately billed
- Oversee monthly stock taking and company's store functions
- Prepare monthly bank reconciliation statement

Education

- **M.Sc Finance** University of Lagos 2018
- **MBA Financial Management** Ladoke Akintola University of Technology 2012
- **B.Sc Accounting** University of Lagos, Akoka, Lagos (Second Class Upper Division) 2011
- **SSC** Angus Memorial High School, Morocco, Yaba, Lagos 2003
- **FSLC** Shepherdhill Primary School, Obanikoro, Lagos 1993

Professional Qualification

- Fellow Chartered Accountant (FCA) 2021
- Certified Information System Auditor (CISA) 2012
- Associate Chartered Accountant (ACA) 2009
- Associate Accounting Technician (AAT) 2007

Professional Seminars Attended

- International Financial Reporting Standards Training 2011
- A symposium on budget organized by ICAN 2011
- Financial Control & Performance Management 2009
- Total Quality Management (TQM) 2008

Personal Skills & Competences

- Good communication and inter-personal relationship skills.
- Ability to meet stringent deadlines with high degree of concentration.
- Ability to use the Microsoft Office (Word, Excel (Advance), PowerPoint, Access and Outlook) tools.
- Proficient in the use of the following software; Sage Peachtree Accounting, Microsoft Dynamic Great Plains, QuickBooks.

Personal Information

Gender	-	Male
Nationality	-	Nigerian
Date of Birth	-	15th September, 1981
Language(s) Spoken	-	English & Yoruba
Hobbies	-	Reading, Travelling, Playing Chess and Impacting Knowledge

Referees

To be provided on request