

GOODNESS N. UKPABIO, ACA

Financial, Tax & Treasury Accounting Professional

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PROFESSIONAL PROFILE

A Chartered Accountant with over 4+ years' experience in financial operations, demonstrating strong capabilities in general ledger management, treasury functions, internal control implementation, and regulatory compliance. Proven track record in optimizing cash flow, reducing reconciliation variances, and ensuring 100% tax filing compliance. A dedicated professional committed to contributing to organizational financial health through robust accounting practices and strategic treasury support while continuously learning.

EDUCATION & CREDENTIALS

Masters in Accounting (In Progress- Expected 2027)

Ahmadu Bello University, Zaria.

Associate Chartered Accountant (ACA)

Institute of Chartered Accountants of Nigeria (ICAN) | May 2024

B.Sc. Accountancy (Second Class Upper Honors)

University of Uyo, Uyo | September 2019

Professional Diplomas

Formazione Business School, Abuja | October 2020

- Certified Project Management Professional (CPMP)
- Certified Human Resources Management Professional (CHRMF)
- Certified Health, Safety and Environment Professional (CHSE)

Senior School Certificate

St. Margaret Comprehensive College, Lagos | July 2012

PROFESSIONAL EXPERIENCE

Account Officer | Hyprops Nigeria Limited, Lekki, Lagos

April 2022 – Present

- **General Ledger Management**

Execute complete accounting cycles including journal entry preparation, account reconciliations, and month-end and year-end closing procedures. Maintain accurate fixed asset registers and ensure proper depreciation calculations. Implement systematic filing of all financial documents to facilitate efficient audits and financial reviews.

- **Treasury & Cash Management**

Process multiple projects and non-projects related vendor payments through multiple banking platforms while ensuring proper authorization controls. Monitor daily bank transactions and maintain cash position tracking. Prepare preliminary bank reconciliation statements and investigate outstanding items. Support treasury operations through accurate recording of all cash movements (spending and investments) and maintaining banking relationship documentation, including requested documentations for contract facilities.

- **Budgeting & Financial Analysis**

Support the budgeting process by compiling historical expenditure data and preparing departmental spending reports including projects such as **Stardeep Agbami, SNEPCO, SPDC (Renaissance Africa Energy Limited), CNL MRO, NPDC Mystras, NGIC, Baker Hughes, Total, Technip FMC, Seplat** etc. Assist in monitoring budget versus actual performance, highlighting significant variances for management attention. Contribute to financial forecasting through analysis of project expenses and revenue patterns.

- **Compliance & Regulatory Reporting**

Manage monthly remittance of **Sales VAT** and timely filing of **Withholding Tax (WHT), PAYE, WVAT** and **Pension contributions**. Prepare **Transfer Pricing** documentation including filing and ensure compliance with regulatory requirements. Ensuring prompt filing of **Annual Company Income Tax (CIT), States Annual Returns**. Coordinate with tax authorities on queries including **Taxpro Max** unposted remittance and **Sales VAT currency filing** and maintain up-to-date knowledge of changing fiscal regulations.

- **Internal Control Checks**

Design and implement internal control procedures to safeguard company assets and ensure accuracy of financial records. Conduct periodic reviews of payment processes, reconciliations, and authorization workflows to identify weaknesses and recommend corrective measures. Collaborate with management to strengthen compliance with corporate policies and regulatory standards.

- **Management Accounts Preparation**

Present monthly management accounts to senior leadership with trend analysis and actionable insights on project profitability

Account/Audit Trainee | Osifo-Whiskey & Co (Chartered Accountants), Ikeja, Lagos
January 2021 – March 2022

- Conducted audit testing procedures including substantive testing and controls evaluation across various client portfolios
- Assisted in financial statement preparation and verification according to IFRS and local accounting standards
- Prepared corporate tax returns and computed tax liabilities for diverse business entities
- Documented audit working papers and maintained organized client files for reference and compliance.

Audit Assistant (NYSC) | Upper Niger River Basin Development Authority, Minna
November 2019 – October 2020

- Verified financial transactions recorded in Treasury Cash Books and payment vouchers
 - Assisted in internal audit fieldwork at project sites, examining expenditure documentation
 - Organized and indexed audit evidence for easy retrieval and reference
 - Supported administrative functions of the internal audit department
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TECHNICAL EXPERTISE

Core Accounting & Treasury

- General Ledger Maintenance & Reconciliation
- Cash Flow Management & Bank Relationship Support
- Budget Preparation & Variance Analysis
- Financial Reporting (Monthly/Annual)
- Fixed Asset Accounting
- Internal Controls Implementation

Compliance & Taxation

- VAT & WHT Administration
- PAYE & Pension Compliance
- Transfer Pricing Documentation
- Regulatory Filing Procedures
- Audit Support & Coordination

Software Proficiency

- SAP Business One
 - Microsoft Excel
 - Microsoft Word & PowerPoint
 - Banking Platforms & Payment Portals
 - Additt accounting software
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KEY STRENGTHS

- **Accuracy & Attention to Detail** – Consistently maintains error-free financial records and compliance documents

- **Process Improvement** – Identifies operational inefficiencies and implements practical solutions
 - **Regulatory Knowledge** – Stays current with changing tax laws and financial regulations
 - **Analytical Thinking** – Interprets financial data to support decision-making and problem-solving
 - **Deadline Management** – Effectively prioritizes tasks to meet reporting and compliance deadlines
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REFERENCES

Available upon request, including former supervisors and professional associates who can attest to accounting competencies and work ethics.