

OLUWASEUN JOSEPHINE PALMER, ACA

Professional summary

Chartered Accountant (ACA) and administrative leader with over 10 years' experience across school administration, oil & gas accounts management, tax compliance, and audit. Skilled in financial reporting, receivables/payables management, bank reconciliations, budgeting, tax return filing, and internal controls. Proven record at Sun Glee Formation Schools driving operational stability, policy compliance, and stakeholder relationship management, with a strong foundation in Sage, QuickBooks, and Excel-based financial systems.

Work history

Director of Administration / School Accountant — Sun Glee Formation Schools — Ibeju-Lekki, Lagos, Nigeria
06/2016 – present

- Direct day-to-day administrative and financial operations across the school, overseeing accounts receivable/payable, payroll, and budgeting.
- Manage receipt books and ensure accurate recording of all school income.
- Prepare periodic statements of fees and receipts, and financial reports, using Microsoft Excel.
- Monitor school fee collection, follow up on outstanding payments, and maintain debtor records.
- Support budgeting, cost control, and financial planning for school operations.
- Implement and maintain internal controls over fee collections, expenses, and asset usage.
- Prepare and file statutory tax returns (PAYE, VAT, and Withholding Tax) with relevant tax authorities, ensuring timely remittance and compliance.
- Maintain proper documentation for audit, inspection, and regulatory purposes.
- Coordinate academic planning, timetabling, school programmes, and events.
- Handle parent enquiries, payments, and routine communications professionally.

Accounts Officer — Novogas Limited — Lagos, Nigeria
12/2012 – 05/2016

- Managed accounts receivable using Sage Accounting Software and Microsoft Excel.
- Raised sales invoices in local and foreign currencies via the Accounts Receivable module.
- Prepared proforma invoices and packing lists, and followed up on customer payments.
- Prepared supplier payments via online transfers and cheques; recorded supplier invoices and payments on the Accounts Payable module.
- Updated petty cash transactions through the General Ledger module and used journal batches for reclassification and correction of entries.
- Prepared timely bank reconciliations and conducted monthly reviews of the general ledger with supporting schedules.
- Generated trial balances and financial statements for audit purposes; managed fixed asset records and depreciation calculations.
- Prepared and filed monthly and annual tax returns (PAYE, VAT, and Withholding Tax) with FIRS and state tax authorities, and ensured timely remittance of tax liabilities.
- Handled import documentation (Form M, PAAR, duty payments) and liaised with clearing agents; monitored foreign currency supplier payments.
- Reviewed and improved the company's financial accounting systems and processes.

Accounts Officer (NYSC) — Novogas Limited — Lagos, Nigeria
11/2011 – 10/2012

- Assisted with daily accounting operations, documentation, and record keeping.
- Supported receivables, payables, and general ledger activities.

Audit Trainee (Industrial Attachment) — Akinyelure & Co. — Nigeria
2006 – 2007

- Assisted in planning and execution of professional management system audits.
- Compiled audit working papers and reports for review by senior managers.
- Assisted with preparation and filing of clients' tax returns, including PAYE and VAT, as part of statutory audit and compliance engagements.

- Supported audit teams in identifying control weaknesses and risk areas, in compliance with Government Internal Audit Standards.

Skills

- Financial reporting & reconciliations
- Accounts receivable / payable
- Budgeting & cost control
- Tax return preparation & filing (PAYE, VAT, Withholding Tax)
- Internal controls & compliance
- Sage, QuickBooks & ERP systems
- Advanced Excel & reporting
- Vendor & stakeholder relationship management
- Project execution & administration
- Effective communication & client service
- Independent and team-based delivery

Education Qualifications

- **B.Sc. Accounting** 07/2011 — Àjáyí Crowther University, Oyo, Oyo
- **OND, Accounting** 06/2006 — Yaba College of Education, Yaba, Lagos

Professional Certifications

- **Institute of Chartered Accountants of Nigeria (ACA)** 2019
- **Association of Accounting Technicians (AAT)** 2009
- **Certificate in Accounting Training — QuickBooks (Elite Accounting Professional Services)** 2024
- **Product Marketing (Hackdemia Institute)** 2025

Languages

English, Yoruba

References

Available on request