

EMMANUEL BRIGGS

ACCOUNTANT | DATA ANALYSIS | FINANCIAL MANAGEMENT

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PROFESSIONAL PROFILE

Devoted and meticulous accountant with over 12 years of progressive expertise in financial management, data analysis, internal controls, and regulatory compliance. Proven ability to lead finance teams, streamline accounting systems, and deliver accurate, timely financial reporting across oil & gas, investment, and education sectors. Committed to helping organisations achieve their financial goals through precision, professionalism, and strategic insight.

PROFESSIONAL QUALIFICATIONS & MEMBERSHIPS

ACCA

Association of Chartered Certified Accountants
England (UK) — *InView*

Fellow Member (FIPMA)

Institute of Professional Managers
and Administrators of Nigeria
Full Fellow Membership

MISTDO Registered Member

MISTDO
Membership No: MISTDO/3769850142

HSE 1, 2 & 3

Health, Safety and Environment
Port Harcourt Nigeria — 2019

B.Tech Conflicts Management

SIA — England (UK)
Certification — 2010

MIS Certification

Bayero University, Kano
2001 – 2002

PROFESSIONAL EXPERIENCE

Accountant

Seas and Terminal Oil and Gas Ltd — Oghare, Delta State | 2021 – Present

- Manage and supervise financial documents including general ledger, financial statements, and accounts payable and receivable.
- Prepare financial reports on a monthly, quarterly, and annual basis for management and external stakeholders.
- Conduct internal audits to ensure corporate policies and accounting standards are consistently upheld.
- Collaborate with the finance team to implement cost-reduction strategies and streamline financial processes.
- Coordinate tax return preparation and liaise with external tax advisors to ensure accurate and timely filings.

Accountant

Essence Place Investment — Port Harcourt, Rivers State | 2020 – 2021

- Supervised a team of junior accountants, providing mentorship, guidance, and training to enhance team performance.
- Conducted financial analyses to identify trends, cost variances, and areas for operational improvement.
- Prepared and reviewed complex financial statements including balance sheets, cash flow statements, and income statements.

Accountant

Spiretech Limited — Port Harcourt, Rivers State | 2012 – 2019

- Recorded and tracked financial transactions across multiple accounts with high accuracy.
- Compiled data and prepared balance sheets summarising the organisation's financial position.
- Produced reports including profit & loss statements and other key financial documents for management review.
- Provided technical accounting guidance to management and recommended improvements to accounting systems.
- Participated in financial standards development and contributed to the annual forecasting process.

Account Officer

Gravesend Rugby Club — Kent, United Kingdom | 2008 – 2011

- Developed detailed financial statements, management reports, and journal entries.
- Designed Excel spreadsheets for P&L statements, balance sheets, income summaries, and trial balances.
- Managed multi-state payroll processing effectively and accurately.

Account Officer

MacDonald Memorial School — Port Harcourt, Rivers State | 2005 – 2008

- Assisted with budget preparation and maintained records and receipts.
- Reconciled transactions on daily, monthly, and annual bases.
- Prepared income statements and trial balances.

EDUCATION

B.Sc Accounting

Bayero University, Kano, Nigeria | 1999 – 2004

S.S.C.E.

Macdonald Institute, Port Harcourt | 1989 – 1994

CORE SKILLS & COMPETENCIES

Financial Reporting & Analysis	Budgeting & Forecasting	Internal Auditing & Controls
Taxation & Legal Compliance	Microsoft Excel (Advanced)	Sage, QuickBooks & Accounting Software
Team Leadership & Mentoring	Critical Thinking & Problem Solving	Data Analysis & Reporting

Language: English (Fluent) | References: Available on request