**OKO ALLOTEI BULLEY**

**oko.bulley@gmail.com • +233(0)244151749 • P. O. Box MD 355, Madina, Accra, Ghana**

A resourceful finance professional with comprehensive working experience in business advisory, fully-cycle accounting, treasury management, preparing and controlling budgets and audit. Skilled in administering finance operations, financial analysis and reporting, accounting standards, ERP systems, offers demonstrated skills in statutory tax compliance and developing financial monitoring and reporting systems. A competent and methodical professional with an innate talent for building collaborative relationships among internal and external stakeholders and demonstrated commitment to excellence.

**KEY SKILLS**

* Audit, accounting systems and controls, accounts payable and receivable, inventory management, statutory tax compliance, capex management, project management, revenue cycle management.
* Month end closing, spreadsheets and financial reports, variance analysis, Tally and Accpac ERP.
* Budgeting and cost reduction, treasury management, formulating policies and procedures.
* Payroll and compensation, development and training, HR administration, coaching and mentoring.
* Corporate governance experience, preparing board packs, tracking action points.
* Time management, clear communication, leadership, team building, measurable deliverables.

**WORK EXPERIENCE**

**Lashibi Funeral Homes Limited**

**Finance & Administration Manager February 2021 to date**

**Highlights:**

* Key role in modernising business practices
* Set up human resource management system
* Streamlined procurement procedures
* Updated financial reporting format
* Completed long outstanding company re-registration

**Key responsibilities:**

* Managing organisational cashflow and investments to maintain adequate working capital.
* Liaising with the board finance committee on critical finance matters.
* Ensuring compliance with financial, tax reporting and regulatory requirements.
* Leading the annual budgeting and planning process.
* Providing financial information on a monthly, quarterly and annual basis.

**Bulley Audit & Accounting Services** *Business advisory*

**Principal June 2019 to January 2021**

**Highlights:**

* Successfully completed tax amnesty process for 5 clients.
* Set up accounting system for a start-up pharmacy.
* Improved financial process for client portfolio.

**Key responsibilities:**

* Monthly bookkeeping and financial accounts preparation.
* Payroll preparation, PAYE and corporate taxation services.
* Intense coaching on accounting procedures.
* Improvement of invoicing procedures.
* Enhanced financial reporting.

**BusyInternet Ghana Limited** *4G data services*

**Chief Finance Officer November 2018 – May 2019**

**Highlights:**

* Negotiated payment plans with key vendors and other suppliers.
* Enforced procurement rules to ensure that prices were competitive.
* Streamlined payroll processing thereby enhancing transparency.
* Treasury management for optimal utilisation of cash.

**Key responsibilities:**

* Supervise a team of 8 staff.
* Reviewed revenue assurance reports for completeness of revenue.
* Prepared monthly reporting deck.
* Negotiations with banks for enhanced financial support.
* Engaging the GRA/SSNIT on statutory liabilities.

**Acacia Medical Centre Limited;**  *Provision of comprehensive ambulatory healthcare*

**Deputy General Manager - Finance September 2015 – October 2018**

**Highlights:**

* Successfully set up a comprehensive accounting system to prior to launch to ensure realistic and detailed data accumulation for planning and decision making.
* Developed and cascaded internal and accounting controls and SOPs which were regularly updated.
* Verified capex expenditure of Eur500,000 and led tagging and compilation of fixed asset register for tracking.
* Led the review of consultation fees upwards by 50% and negotiated same with key customers.

**Key responsibilities:**

* Controlled the finance department to ensure compliance with established credit terms, criteria and policies; followed up on outstanding payments successfully.
* Planned and monitored annual budgets and led staff to gain greater cost awareness.
* Calculated, assessed and controlled costs in different phases of medical centre project.
* Generated and shared annual financial statements and monthly management accounts to optimise decision making and monitor KPIs.
* Fostered robust and sustainable stakeholder relationships with bankers, key customers and suppliers and tax authorities to aid workflow.

**Selig Services Limited;**  *Transport and warehousing Tema and Takoradi ports*

**Deputy General Manager - Finance January 2008 – August 2015**

**Highlights:**

* Spearheaded project for the implementation of new pension requirements for 300 employees.
* Promoted to Deputy General Manager – Finance in January 2012 due to exceptional contribution towards success and development of the business unit and elected treasurer of provident fund.
* Streamlined the granting of credit terms to key customers and recovered 95% of accounts receivable balance of USD200,000.

**Key responsibilities:**

* Negotiated annual rental of warehouses and equipment with oil services companies.
* Managed monthly payroll run and related tax and pensions obligations for 400 employees.
* Ensured strict compliance with VAT, corporation tax and royalty payments.
* Prepared for and managed tax audits, using best practice to clear and agree outcomes and post audit reconciliations.
* Kept abreast of all developments at the ports to ensure maximum compliance.
* Led accounts staff and rendered a keen eye for details to forecast cashflow on a weekly basis.

**Ernst & Young Ghana;** *Chartered Accountants*

**Manager July 2006 to December 2007**

**Assistant Manager July 2005 to June 2006**

**Supervisor January 2004 to June 2005**

**Highlights:**

* Led due diligence team for IPO/rights issue on Ghana Stock Exchange valued at GHS38 million.
* Team member on 1-year SOX project for Shell Nigeria resulting achievement of 95% effectiveness of internal controls.
* Performed due diligence for successful acquisition of Ghanaian company by Swiss multinational.
* Completion of 3-month secondment with Ernst & Young Channel Islands.

**Key responsibilities:**

* Managed and a team member on audits of companies in financial services, mining, construction, consumer products and energy.
* Audited donor funded agencies in accordance with donor funding guidelines.
* Prepared and reviewed financial statements in accordance with IFRS.
* Delivered and co-ordinated training programmes across the firm.

**A Louis & Co (London, United Kingdom);** *Chartered Accountants*

**Manager January 2002 to December 2003**

**Senior January 2000 to December 2001**

* Prime entry work in spreadsheets/Sage Line 50 and preparing VAT returns.
* Attending client HM Revenue & Customs control visits with clients
* Final accounts preparation using Procap accounts production software.
* Preparing personal and corporation tax returns with Sage taxation.
* Monthly and weekly payroll runs.

**EDUCATION/PROFESSIONAL QUALIFICATIONS/CERTIFICATES**

Executive Master of Business Administration in Finance 2012

Member: The Institute of Chartered Accountants (Ghana) 2007

Fellow: Association of Chartered Certified Accountants (ACCA) 2000

Bachelor of Science (Administration) 1996

Certificate: Investigative accounting and forensic auditing 2018

Certificate: Advanced financial modelling in excel 2018

Certificate: Predicting corporate failure in Ghana 2017

**PERSONAL**

Date of birth: 8 May 1971

Interests: mountain biking, running