

# NNENNA UKACHUKU

## ASSISTANT ACCOUNTANT

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### **PROFESSIONAL SUMMARY**

Seasoned Finance Specialist with experience in managing accounts payable functions, account reconciliations and expenses across the asset management, and financial services industries. Keen interest in the automation of financial processes; proposed and implemented an automated reconciliation system, improving time efficiency by 75%, migrated the AP function from Sage to MS Dynamics AX to enable task automation, oversaw the migration from manual cheques to a new BACS system and liaised with senior management to implement a self-billing project that saved £250K in costs.

### **SKILLS/TECHNICAL SKILLS**

Accounts Payable – Accounts Receivable – Bank Reconciliations – Expenses – Month End Closing – Prepayments and Accruals – Process Improvement - MS Office - Access Dimensions - MS Dynamics AX & GP – Sage – SAP & SAP Concur - OCR Invoice Recognition - Mentor CRM – Oracle – Sun - Omni Accounting Systems - Aurius

### **PROFESSIONAL EXPERIENCE**

**Cashier (Freelance) | Wild Cat Film Productions**  
**LONDON | March 2025 – Apr 2025**

#### **Managed Equals and Accounts Payable Process for a small independent film production.**

- Ensured departmental physical and digital credit cards were reconciled and petty cash floats replenished where necessary using Equals.
- Processed personal petty cash requests ensuring timely reimbursement.
- Processed approximately 75-100 invoices a week ensuring they were coded correctly and entered to Money Penny Accounting System
- Liaised with various departments – Production Management, Locations, Hair & Make Up, Art/Props department regarding Equals account reconciliations, supplier queries and missing purchase orders.
- Resolved supplier, cast and crew queries, reconciled supplier statements – chasing missing invoices/petty cash claims/Equals reconciliations where necessary
- Processed emergency payments/float top ups as and when required.

**Accounts Trainee (Freelance) | Amazon Productions**  
**LONDON | June 2024 – Oct 2024**

#### **Managed Accounts Payable Process for an Amazon TV Production.**

- Ensured invoices were matched to purchase orders raised.
- Processed approximately 100 invoices a week ensuring they were coded correctly and entered to EP Smart Accounting System
- Liaised with various departments – Production Management, Locations, Hair & Make Up, Art/Props department regarding supplier queries and missing purchase orders.
- Resolved supplier, cast and crew queries, reconciled supplier statements – chasing missing invoices where necessary
- Processed same day emergency payments as and when required.

**FINANCE ASSOCIATE | Alantra Corporate Portfolio Advisors International Ltd**  
**LONDON | Nov 2022 – Jan 2024**

#### **Coordinated and processed bank transactions, payables, and expense claims across 7 global locations, ensuring accurate and timely reconciliation, communication, and compliance.**

- Handled extensive financial data across multiple global departments in an efficient, streamlined manner. Conducted in-depth market analysis and presented monthly reports to management, suggesting client retention strategies that brought in £200K in revenue.
- Completed daily reconciliation of ten bank accounts worth £15M, liaised with colleagues to ensure accounts were always fully funded, recorded sales receipts in SAP ensuring colleagues were informed to help manage client relationships, managed payables across global hubs ensuring purchases were paid on time. I processed and

correctly coded sales and purchase invoices, resolved vendor queries, and maintained a £10K limit monthly expense claim process for 150+ employees. Actively participated in a new expense system setup that involved testing and training.

- Implemented a new expense management system with training sessions and presentations.

**FINANCE ADMINSTRATOR | United Trust Bank Limited**  
**LONDON | Jan 2020 – Nov 2022**

**Managed the reconciliation of £150M in bank accounts, conducting daily variance analysis, managing accounts payable, and audit ledger activity, processing invoices and expenses with accuracy, clearing a 6-month payables invoice backlog, and preparing/presenting financial reports and risk assessments using MS Excel, Xactium, and other tools.**

- Managed the reconciliation of nine bank accounts valued at up to £150 million. Conducted a daily variance analysis of plan vs. actual, managed accounts payable, and audit ledger activity.
- Processed payables invoices using MS Access Dimensions and Cloud Optical Capture Recognition, ensuring correct coding and allocation. Successfully cleared a 6-month backlog of invoices and expenses.
- Resolved internal and external vendor queries arising from invoice creation and account reconciliation.
- Processed expenses and mileage claims of up to £5K monthly for 220+ employees ensuring employee expenses were paid on time.
- Prepared and presented quarterly - annual financial reports on MS Excel, including payment reporting for submission to Companies House, PSA Reports for HMRC, and Bank Expenses Report for Management.
- Liaised with Audit and Compliance Teams to identify and report on financial risks using Xactium.

**FINANCE ASSISTANT (CONTRACT) | Legalease Ltd**  
**LONDON | Aug 2018 – May 2019**

**Streamlined bank account reconciliation and reduced manual input by 75% through automation, improved financial efficiency and visibility for senior management and clients.**

- Presented a proposal to senior management and implemented an automated reconciliation system for 10 bank accounts, improving time efficiency by 75%.
- Worked with clients to embed the system and automate other credit card reconciliation processes.
- Managed multi-currency reconciliations in USD, Sterling, Euros, and Swiss Francs, liaising with bank stakeholders to resolve receipt and cash allocation queries.
- Managed smooth processing of receipts, ensuring correct allocation and posting of receipt journals.
- Supervised a team of six clerks to close monthly ledgers and coached junior staff on resolving AP and AR queries.

**ASSISTANT ACCOUNTANT | Mondrian Investment Partners Ltd**  
**LONDON | Jun 2006 – Aug 2018**

**Streamlined and optimized financial processes, reduced manual input, and ensured compliance with regulatory criteria across UK and US AP functions, resulting in improved efficiency, reduced costs, and enhanced financial visibility.**

- Led the UK and US AP functions, requiring the migration of core financial processes from the US to the UK team. Developed key operational functions and ensured compliance with regulatory criteria to achieve successful migration. Improved financial efficiency and visibility across the UK and US teams by streamlining processes and ensuring compliance with regulations. Produced weekly payment runs for UK and US by uploading online payments and BACS files.
- Oversaw daily cash flow. Provided weekly forecasts for management, managed expenses, and donations of up to £25K+ and utilised MS Excel and Access for reconciliations.
- Developed a proposal to migrate cost approvals from manual cheques to the BACS system. Oversaw the migration to the new BACS system, managing transactions of up to £1M.
- Conducted daily reconciliation of 20 bank accounts across 5 banks in the UK and US, worth over £250 million.
- Transferred accounts payable operations from Sage to MS Dynamics AX to enable task automation, collaborated with IT to test, optimise system configuration, and drive effective data output, this reduced AP reporting time from 5 days to 1 day by eliminating redundant procedures across the month-end prepayments and accruals process.
- Analysed project budgets of up to £1 million. Checked ownership and control of project cost updates; tightened cost control by flagging potential overruns and handled all AP and supplier-related queries relating to these projects.
- Prepared and submitted tax reports, including Sales and Use Tax and Professional Privileged Business Tax. Achieved high standards of compliance with UK and US regulations.

**ACCOUNTS PAYABLE COORDINATOR | ISG Interior Exterior Plc**  
**LONDON | Jul 2000 – Jun 2006**

**Resolved a 500+ legacy invoice backlog in 2 months through comprehensive clean-up, implemented a self-billing project saving £250k in costs and 3 hours per week in processing time, and streamlined Irish and Euro invoice processing with accurate tax application.**

**EDUCATION**

**BRUNEL UNIVERSITY | UXBRIDGE, MIDDLESEX**

Accounting & Finance

Level 3: AAT Association of Accounting Technicians

**VOLUNTEERING & AWARDS**

- Member of United Trust Bank's Diversity and Inclusion Committee. Represented staff at Board and senior management meetings, pitched various ideas and initiatives such as reverse mentoring.