

Amara Okafor

Junior Accounts Assistant



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Accounting graduate from the University of Wolverhampton with practical bookkeeping and accounts experience. Completed a **6-month placement** at a regional accountancy firm, processing transactions for **22 SME clients** using Xero and QuickBooks. AAT Level 3 qualified with strong attention to detail and Excel skills.

Experience

Jan 2024 – Jun 2024

Accounts Assistant (Placement), Dains Accountants, Wolverhampton

Placement within the bookkeeping and accounts preparation team at this Midlands accountancy firm.

- Managed bookkeeping for **22 SME clients** using Xero and QuickBooks, processing an average of **150 transactions per week**
- Prepared **monthly management accounts** for 8 clients with turnovers from £100,000 to £2.5 million
- Reconciled **30+ bank accounts** monthly and resolved an average of **5 discrepancies per week**
- Submitted **18 VAT returns** via Making Tax Digital over the 6-month placement

Jun 2022 – Dec 2023

Shop Assistant (Part-time), Poundland, Wolverhampton

Part-time stock and till role at the Mander Centre store.

- Processed an average of **45 transactions per hour** at the till during peak periods
- Managed stock replenishment for **3 product aisles**, maintaining shelf availability above **95%**

Education

Sep 2022 – Jul 2025

BSc (Hons) Accounting in Accounting, University of Wolverhampton, Wolverhampton

2:2 (56%). Modules included Financial Accounting, Management Accounting, and Accounting Information Systems. Achieved 68% in Financial Accounting module.

Skills

Xero, QuickBooks, Bank Reconciliation, VAT Returns (MTD), Management Accounts, Microsoft Excel, Accounts Payable, Accounts Receivable

Certifications

Jun 2024

AAT Level 3 Advanced Diploma in Accounting, Association of Accounting Technicians

Languages

English - Native, Igbo - Conversational

Extra Curricular Activity

Sep 2023 – Jun 2025

Wolverhampton University Student Finance Advice

Volunteer advisor helping **15 students per week** with budgeting, student loan queries, and hardship fund applications.