

# Adebayo Okonkwo

Junior Tax Adviser



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Accounting graduate from Leeds Beckett University with tax-focused coursework and practical experience preparing self-assessment returns. Completed a **4-month placement** at a local accountancy practice, preparing returns for **35 clients** including sole traders and landlords. Working towards the ATT qualification.

## Experience

May 2024 – Aug 2024

**Tax Trainee (Placement)**, Garbutt + Elliott, Leeds

Placement within the personal tax team at this independent Yorkshire accountancy firm.

- Prepared self-assessment tax returns for **35 clients** with income ranging from £20,000 to £450,000
- Calculated capital gains tax on **8 property disposals** totalling £1.9 million
- Submitted **12 VAT returns** for small business clients using Making Tax Digital software
- Responded to **3 HMRC enquiry letters** on behalf of clients, resolving all within 4 weeks

Sep 2022 – Apr 2024

**Barista**, Costa Coffee, Leeds

Part-time role in the Headrow store while studying at university.

- Served an average of **150 customers per shift** during peak hours
- Handled daily cash reconciliation of **£2,500 to £4,000** with zero discrepancies over 18 months

## Education

Sep 2022 – Jul 2025

**BSc (Hons) Accounting in Accounting**, Leeds Beckett University, Leeds

2:1 (61%). Modules included UK Taxation, Corporate Tax, Accounting Information Systems, and Financial Accounting. Scored 72% in UK Taxation module.

## Skills

Self-Assessment Returns, Capital Gains Tax, VAT Returns (MTD), HMRC Correspondence, Xero, TaxCalc, Microsoft Excel, Client Communication

## Certifications

Sep 2025

**ATT (In Progress)**, Association of Taxation Technicians

## Languages

English – Native, Yoruba – Conversational

## Projects

Jan 2025 – Mar 2025

**Tax Planning Guide for Freelancers**

Created a **20-page guide** for university peers working freelance, covering self-assessment registration, allowable expenses, and payment deadlines. Distributed to **50 students** via the careers service.

## Extra Curricular Activity

Sep 2023 – Jun 2025

**Leeds Beckett Volunteering Hub**

Volunteered **4 hours weekly** at a local community centre helping residents with basic budgeting and benefits applications.