

SEUN SETH AREMU

ACCOUNTS & FINANCE | ASSISTANT ACCOUNTANT

Aberdeen, Scotland | 07867 653692 | aremuseunseth@gmail.com | linkedin.com/in/seun-aremu-792b52bb

PROFESSIONAL PROFILE

Accounting and finance professional with an MSc in Accounting and Finance and practical UK accountancy-practice experience across bookkeeping, purchase ledger, payroll, journals, reconciliations, VAT, year-end accounts and financial reporting support. Experienced in maintaining accurate financial records across Xero, Sage 50, QuickBooks and IRIS, processing purchase invoices, preparing journals including accruals and prepayments, and reconciling bank, debtor, creditor, VAT and payroll balances. Confident investigating discrepancies, resolving financial queries and maintaining clear supporting documentation for review. Highly organised and detail-focused, with experience managing competing deadlines and handling confidential financial information accurately and professionally.

CORE ACCOUNTING & FINANCE SKILLS

Xero Bookkeeping & Record Maintenance	Purchase Ledger & Supplier Invoices	Bank & Balance Sheet Reconciliations
Journals, Accruals & Prepayments	Month-End & Year-End Support	Payroll Processing & Reconciliations
Ledger Maintenance & Discrepancy Investigation	VAT & Tax Computation Support	Financial Reporting & Excel Analysis
Audit-Ready Working Papers	Client & Stakeholder Query Resolution	Xero Sage 50 QuickBooks IRIS FreeAgent

PROFESSIONAL EXPERIENCE

Business Advisory Assistant | *Grant Considine Chartered Accountants, Aberdeenshire*

Dec 2024 – May 2026

- Maintained accurate bookkeeping and financial records for a varied portfolio of sole traders, partnerships and limited companies using Xero, Sage 50 and QuickBooks.
- Processed and reviewed purchase invoices, ensuring transactions were accurately recorded and supported by appropriate documentation.
- Prepared journals, including accruals, prepayments and year-end accounting adjustments using IRIS Accounts Production.
- Prepared balance sheet schedules and reconciled bank, debtor, creditor, VAT and payroll balances, investigating variances and resolving discrepancies before senior review.
- Processed weekly, fortnightly and monthly payrolls, completed payroll reconciliations and supported accurate statutory submissions within required deadlines.
- Prepared year-end accounts, financial schedules, tax computations and audit-ready working papers, ensuring records were complete and clearly supported.
- Supported VAT returns and wider financial reporting by reviewing source records, validating figures and identifying incomplete or inconsistent information.
- Responded to client and colleague queries by email and telephone, followed up outstanding information and worked collaboratively to resolve accounting issues.
- Managed multiple client assignments with limited day-to-day supervision, prioritising deadlines while maintaining accuracy, confidentiality and organised supporting records.

Sales Support Specialist | *Raemoir Garden Centre, Aberdeenshire*

Sep 2023 – Nov 2024

- Maintained accurate stock, sales and customer records and investigated discrepancies to improve the reliability of operational information.
- Processed customer transactions and cash handling activities and completed daily reconciliations with strong numerical accuracy.
- Prepared stock and sales information using Microsoft Office to support management decision-making and day-to-day planning.
- Responded to customer and operational queries professionally and worked with colleagues across departments to resolve issues promptly.

Accounts Clerk | *T & K Divine Global Service Ltd*

Nov 2019 – Sep 2022

- Maintained accurate financial records and supported day-to-day bookkeeping and purchase-ledger activities.
- Processed supplier invoices and maintained supporting financial documentation.
- Completed bank and general-ledger reconciliations, prepared journal entries and investigated discrepancies in transaction records.
- Supported month-end and year-end accounts preparation and produced Excel reports for management review.
- Maintained organised, audit-ready documentation and worked in accordance with established financial controls.

Office Assistant | *Ministry of Finance, Akwa Ibom State*

Oct 2018 – Oct 2019

- Provided administrative support, maintained departmental documentation and assisted with accurate financial record management.

Bank Teller (Industrial Training) | *Sincere Microfinance Bank*

Oct 2015 – Oct 2016

- Processed customer deposits and withdrawals, balanced cash transactions and maintained accurate transaction records while following financial controls and confidentiality requirements.

EDUCATION

MSc Accounting and Finance | Robert Gordon University, Aberdeen**Higher National Diploma – Accounting** | Federal Polytechnic Offa**National Diploma – Accounting** | Federal Polytechnic Offa**TECHNICAL PROFICIENCY**

Accounting Systems: Xero, IRIS Accounts Production, Sage 50, QuickBooks and FreeAgent**Microsoft Office:** Excel, Word, Outlook, Teams, PowerPoint and Access; experienced in preparing reconciliation schedules, organising financial data, investigating exceptions and supporting financial reporting.**ADDITIONAL INFORMATION**

Eligible to work in the UK | Available for immediate employment | Full UK Driving License | Access to a vehicle | References available on request