

CURRICULUM VITAE
RUBY OWUSU-ANSAH
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Marital status: Married

Nationality: Ghanaian

PERSONAL PROFILE

I am a highly qualified Accountant with extensive experience spanning over thirteen years. I possess strong communication and interpersonal skills, enabling effective collaboration as a team member and the ability to work independently in challenging environments. My commitment to professional growth drives me to stay updated with the ever-changing environment, ensuring that I provide competent and proficient service to my employer. I adhere diligently to relevant technical and professional standards, instilling confidence in my colleagues. Additionally, my analytical, creative, and intuitive nature enhances my professional capabilities.

INSTITUTION ATTENDED

- Kingston University (United Kingdom), 2005-2006
- University of Ghana, 1998-2001
- Yaa Asantewaa Girls Secondary School, 1989-1996

DEGREES EARNED

- Advanced Diploma in Accounting and Business, 2017
- MA Accounting & Finance, 2006
- BSc Administration (Banking and Finance Option), 2001

MEMBERSHIP OF PROFESSIONAL BODY

- Fellow, Association of Chartered Certified Accountants (ACCA) – Membership in 2019 and Fellowship in 2024.
- Institute of Chartered Accountants, Ghana (ICAG), 2020

WORK EXPERIENCE

Kwame Nkrumah University of Science and Technology

Position: Ag. College Finance Officer, College of Art & Built Environment, 2021 to date

Duties:

- Ensuring compliance with relevant laws and regulations regarding the administration of public funds.
- Preparing quarterly financial reports for the College.
- Management of receivable accounts of the College.
- Operating and maintaining accounting systems to ensure efficient financial process.

- Maintaining proper records of all College property, assets, stocks, and valuables in a register.
- Responsible for treasury management.
- Preparing annual budget and ensuring adherence to budgetary controls.
- Preparing budget variance reports and conducting budget reviews for the College.
- Preparing of annual financial statement for external audit purpose.
- Providing advice on procurement processes and ensuring adherence to procurement laws.
- Preparing monthly returns on revenue and expenditure for onward submission to Government through Ghana Tertiary Education Commission (GTEC).
- Offering guidance on income generation activities to departments and sections.
- Preparing of budgets and financial reports on donor-funded projects in the College.
- Collaborating with the Internal Audit Unit to address internal control issues within the College.
- Recommending, developing, and implementing solutions to resolve financial problems within the College.
- Supervising activities of the College Stores.
- Performing any other duties assigned by the Finance Officer.

Kwame Nkrumah University of Science and Technology

Position: Ag. College Finance Officer – College of Science, 2020 – 2021

Duties:

- Ensuring compliance with relevant laws and regulations regarding the administration of public funds.
- Preparing quarterly financial reports for the College.
- Management of receivable accounts of the College.
- Operating and maintaining accounting systems to ensure efficient financial process.
- Maintaining proper records of all College property, assets, stocks, and valuables in a register.
- Responsible for treasury management.
- Preparing annual budget and ensuring adherence to budgetary controls.
- Preparing budget variance reports and conducting budget reviews for the College.
- Preparing of annual financial statement for external audit purpose.
- Providing advice on procurement processes and ensuring adherence to procurement laws.

- Preparing monthly returns on revenue and expenditure for onward submission to Government through GTEC.
- Offering guidance on income generation activities to departments and sections.
- Preparing of budgets and financial reports on donor-funded projects in the College.
- Collaborating with the Internal Audit Unit to address internal control issues within the College.
- Recommending, developing, and implementing solutions to resolve financial problems within the College.
- Supervising activities of the College Stores.
- Performing any other duties assigned by the Finance Officer.

Kwame Nkrumah University of Science and Technology

Position: Senior Accountant – School of Business, 2018 – 2020

Duties:

- Managing account receivables and account payables of the School.
- Keeping proper accounting records of the School.
- Preparing quarterly financial reports.
- Operating and maintaining accounting systems to ensure efficient financial process.
- Preparing annual budget and ensuring adherence to budgetary controls.
- Preparing budget variance reports and conducting budget reviews.
- Preparing of annual financial statement for external audit.
- Preparing monthly returns on revenue and expenditure for onward submission to Government through GTEC.
- Offering guidance on income generation activities to departments and sections.
- Preparing of projects financial reports to Donors.
- Responsible for treasury management.
- Supervising activities of Stores.
- Performing any other duties assigned by the Finance Officer.

Kwame Nkrumah University of Science and Technology

Position: Accountant – University Health Services, 2014 – 2018

Duties:

- Receipt, proper custody and accounting of all Hospital revenue.
- Ensuring all assets and properties of the Hospital are properly recorded and updated in the Fixed Asset Register of the Hospital.

- Maintaining and updating of the ledgers of the Hospital and ensuring that the ledgers are free from material errors.
- Operating and maintaining accounting systems to ensure efficient financial process.
- Preparing annual budget and ensuring adherence to budgetary controls.
- Preparing budget variance reports and conducting budget reviews for the Hospital.
- Preparing quarterly financial reports.
- Preparing of annual financial statement for external audit.
- Preparing monthly returns on revenue and expenditure for onward submission to Government through GTEC.
- Management of all receivables and payables.
- Providing training and supervision of work of staff in the Accounts unit of the Hospital.
- Preparing of quarterly financial analysis report for the University Health Service, Director
- Provision of financial advice in the drawing up of medium-term development plan for the Hospital.
- Responsible for treasury management.
- Supervising activities of the Hospital Stores.
- Recommending, developing, and maintaining solutions to financial problems.
- Performing any other duties assigned by the Finance Officer.

Kwame Nkrumah University of Science and Technology

Position: Head of Budget Section, 2013 - 2014

Duties:

- General Administration of the Unit.
- Supervision of staff of the Unit.
- Preparing of annual estimates submitted to Government to inform the allocation of Government grants to the University.
- Preparing of the University's operational Budget to serve as basis of allocation of financial resources to teaching and non-teaching departments.
- Monitoring and payment for work done on the University approved physical development projects as contained in the budget for the year.
- Maintaining a commitment register to ensure compliance with budget allocation to the various Units of the University.
- Insurance of all University assets, including vehicles and buildings.
- Keeping and maintenance of Master Assets Register.
- Any other duties assigned by the Finance Officer.

Kwame Nkrumah University of Science and Technology

Position: Head of Receivables Section, 2010 - 2013

Duties:

- Collection of all revenues accruing to the University.
- Preparing of monthly returns of internally generated revenue.
- Preparing of returns of sundry charges for the updating of University's ledgers with respect to electricity, water, telephone, etc consumed by staff and departments of the University as well as tenants on campus.
- Keeping the sundry debtors records up-to-date.
- Any other duties assigned by the Finance Officer.

Kwame Nkrumah University of Science and Technology

Position: Temporary Lecturer – School of Business, 2008 – 2010

Duties:

- Lecturing in courses related to accounting, finance, management and entrepreneurship.
- Taking part in research.
- Providing students with assistance in academic decisions and sometime non-academic decisions for Students in my academic tutor group.
- Taking part in workshops that help in personal development as well as organizing workshops for Students.
- Monitoring students' academic progress by assessing Students according to marking schemes and giving feedback to Students to enable them take necessary steps towards achieving academic success.
- Identifying individual Student needs for additional support.

ACHIEVEMENTS

● **Training policy for Finance Office**

I serve as the Chairperson of a Committee established by the Finance Officer to evaluate and address the training requirements of staff within the Finance Office. Aligned with the 2021-2025 Strategic Plan of the Finance Office, our Committee conducts an annual assessment to identify the specific training needs of staff. Based on these findings, we develop a comprehensive training program aimed at fulfilling those identified needs. This ongoing process ensures that our staff members receive the necessary training and development opportunities to enhance their skills and capabilities in line with the strategic objectives of the Finance Office.

● **2021-2025 Strategic Plan of the Finance Office**

I significantly contributed to the development of the Finance Office's 2021-2025 Strategic Plan by serving as an active member of the dedicated Committee. Through my valuable insights and expertise, I played a key role in shaping the strategic direction of the Finance Office, ensuring that its objectives and goals were effectively captured. Working collaboratively with other Committee members, we formulated a robust and forward-thinking strategic plan that guides the Finance Office's initiatives and activities for the specified period.

● **Operationalization of Moree Educational Facility**

As a dedicated member of the Committee established by Vice Chancellor, I take great pride in my involvement in the operationalization of the Moree Educational Facility. This facility had remained inactive since its completion, and through my valuable contribution, we successfully

initiated pre-opening operations in 2022. Working closely with the Committee, we strategically planned and implemented measures to bring the facility to life, ensuring its readiness to fulfil its educational objectives.

- **Review of University Statutes in 2020**

In 2020, during the review of the University Statutes, the Finance Office played a pivotal role in the process. As a member of the three-person Committee specifically established for this purpose, I actively contributed to the review of critical sections, including allowances for office holders in acting positions, the rationalization of academic, registrars, and finance departments, and the composition of the College board. Our collective efforts aimed to enhance the effectiveness and efficiency of these areas within the University, ensuring alignment with evolving needs and best practices.

- **Review of Draft of Internal Audit Manual**

In my capacity as the secretary of the Committee established for the purpose, I made significant contributions to the review of the draft Internal Audit Manual. Drawing upon my extensive experience, I played a crucial role in the review process, offering valuable insights and recommendations. I take pride in knowing that the manual, which I actively contributed to, is currently in use. Its implementation has provided clear and comprehensive guidelines for the conduct of Internal Audit, ensuring greater efficiency and effectiveness in the auditing processes.

- **Updating of KNUST Accounting Policies and Procedures Manual**

In recognition of the need to adapt to evolving circumstances, I actively participated in the updating of the Accounting Policies and Procedures Manual. As a valued member of the Committee established by the Finance Officer in 2020, I made constructive contributions to this initiative. The manual, initially published in 2016, underwent a comprehensive review to ensure its relevance and effectiveness in current times. By collaborating with the Committee, I played a crucial role in shaping and enhancing the manual to reflect the latest accounting practices and meet the organization's evolving needs.

- **2017- 2020 Medium Term Development Plan of University Hospital**

As an esteemed member of the Committee appointed by the Director of the University Hospital, I actively contributed to the formulation of the 2017-2020 Medium-Term Development Plan. Working collaboratively with the Committee, we played a pivotal role in drafting and shaping this comprehensive plan. Through our collective efforts, we developed strategic objectives, identified key priorities, and proposed initiatives aimed at advancing the growth and development of the University Hospital during the specified period. I take great pride in having contributed to this important planning process, which has helped guide the hospital's progress and improve its services.

COMMITTEE SERVICES

Service to the University Community

- Member, Gift Consideration Committee, August 2023

- Member, Staff Appreciation Committee, August 2023
- Chairperson, Committee to Assess and Determine Training Needs of Staff of the Finance Office, May 2022
- Member, Management Board, Nyansapo Eco-Resort, Moree, November 2022
- Member, Finance Office Retreat Organisation Committee, 2021- 2022
- Member, Committee for Budget, Finance and Remuneration, Department of Construction Technology Management, November 2022
- Member, Committee on Operationalization of KNUST-Moree Facility, October 2021
- Member, College of Science Excellence Awards Planning Committee, February 2021
- Member, Estate Organization Management Board, October 2021
- Member, Sub-Committee (Finance Office, Procurement, Internal Audit) for 2021 Summer School, QAPU, KNUST, August 2021
- Member, Committee to Examine and Develop Action Plan for CAGD's Reporting Requirements, June 2021
- Mentor for Mrs Elizabeth Adu-Poku and Mr Benjamin Adu-Amankwah, October 2021 to date
- Member, Finance Office Quality Assurance Sub-Committee, August 2020
- Member, Accounting Policies and Procedures Manual Preparation Committee, July 2020
- Member, Editorial Board, Technocrat, July 2020 to date
- Secretary, Committee to Review Draft KNUST Internal Audit Manual, June 2020
- Member, Quality Assurance Committee, January 2019
- Member, Business Week Celebration Planning Committee, School of Business, September 2019
- Member, Committee to Develop Guidelines for the Operation of the Research Commons, School of Business, September 2019
- Member, Procurement Committee, School of Business, October 2019
- Member, Remuneration Committee, School of Business, October 2019
- Member, Needy Student Committee, School of Business, 2019
- National Treasurer, Ghana Association of University Administrators, January 2019
- Member, Academy of International Business Conference Fundraising Committee, February 2019
- Member, Academy of International Business Conference Planning Committee, August 2018
- Member, Fees Determination of Committee, School of Business, September, 2018
- Treasurer, Ghana Association of University Administrators, KNUST, 2018 – 2020
- Interim Secretary, Kumasi South District Society, ICAG, 2018 – 2020
- Secretary, Constitution Drafting Committee, Kumasi South District Society, ICAG, 2018
- Member, Committee to Review Proposed University Statutes and Rationalization of Academic, Registrar and Finance Department, Finance Office, KNUST, 2018

- Member, Endowment Fund Committee, Bethel Methodist Church, Gyinyase, Kumasi, 2018 -2019
- Member, Hospital Planning Committee, 2017
- Member, Peer Review Committee, 2016, 2017
- Member, University Hospital Remuneration Committee, 2015 -2018
- Member, Medical Refund Vetting Committee, 2015 -2018
- Member, Committee to Review User Fees, 2015
- In Attendance, Health Services Management Committee, 2014 – 2018
- Member, KNUST Basic School Management Committee, 2012 - 2019
- Member, KNUST Finance Office Retreat Organising Committee, 2010 – 2015
- Member, KNUST Finance Office Welfare Party Organising Committee, 2010 – 2014

Service to the Nation:

- Member, Audit Committee for Ejisu Municipal Assembly, June 2022 to date

CONFERENCES/SEMINARS/WORKSHOP ATTENDED

I have participated in the following seminars and workshops to update my knowledge over the years under review.

- Ethical and Professional Responsibility of the Accountant, Institute of Chartered Accountants Ghana (ICAG) 2024
- Role of the Finance Function in Transitioning Business to a Low- Carbon Economy Webinar, Association of Chartered Certified Accountants (ACCA), 2023
- Attraction and Retention of Accountants to Audit Profession Webinar, ACCA, 2023
- AI in Accounting: What Does the Future Hold? Webinar, ACCA, 2023
- The Accountant's Role in Putting Profit, People and Planet on Par Webinar, ACCA, 2023
- Global Trends in Talent Webinar, ACCA, 2023
- How CFOs Hold the Key to Organisational Change Webinar, ACCA, 2023
- Ethical Dilemmas: Leadership in Challenging Times Webinar, ACCA, 2023
- Academia- Industry Partnership for National Development, Summer School, QAPU, KNUST, 2023
- Gender Smart Leadership for Female Professionals (Leading With Confidence Module), Elearning - Support Unit, KNUST, 2023
- Executive Leadership Development, Short Course for Senior Management and Administrative officials, ELearning - Support Unit, KNUST, 2023
- Integrated Reporting - Framework for Compliance and Decision Support Webinar, Business Leaders' Forum, ACCA, 2023
- Transforming the Public Sector: Accounting for a Better World, Africa Virtual Public Sector Conference, ACCA, 2023
- Training workshop on Ghana Integrated Financial Management Information System (GIFMIS), Ministry of Finance, 2023
- Linking Law & Finance for Sustainable Development, Business Leaders' Forum, ACCA & GIMPA, 2023
- Have We Reached Gender Equity in the Accountancy Profession? ACCA, 2023

- Corporate Governance and the Socio-Political Environment of Public Universities in Ghana-the Role of the University Administrator, GAUA Congress, 2022
- How to Be A Compassionate Leader, ACCA, 2022
- Green Budgeting in the Public Sector, ACCA, 2022
- Financial Management for KNUST Accounts Staff, OGR, KNUST, 2022
- Enhancing Efficiency in Public University Administration - The Role of GAUA, GAUA National, 2023
- The E-Levy: Implications for Businesses Webinar, UK- Ghana Chamber of Commerce, 2022
- A More Responsive Public Sector: Creating Value for Sustainable Development, ACCA Virtual Public Sector Conference, 2022
- The Future of Work: A Focus on Employability Skills Development Conference, African Centre for Career Enhancement and Skills Support, KNUST, 2022
- Africa Trade Round Table on Trade Financing and Pan African Settlement Systems Webinar, ACCA & UPSA, 2022
- Africa Trade Round Table on Infrastructure, Supply Chain Systems and the AfCFTA Webinar, ACCA & UPSA, 2022
- Procurement Plan, Budgeting & Variance Analysis, Finance Office, KNUST, 2022
- Implementation of IPSAS & Update of Accounting Manual, Finance Office, KNUST, 2021
- Grants Accounting Management System for Accounts Staff Workshop, OGR, KNUST, 2021
- Business Continuity and Sustainable Development: The Role of Technology Conference, ICAG, Kumasi, 2021
- SDGs and Universities: Actions Towards KNUST's Mandate at 70 and Beyond Summer School, QAPU, KNUST, 2021
- Combating Corruption in the Digital Provision of Public Services, ACCA, 2020
- Good Practice in Financial Management and Implementing International Standards, ACCA, 2020
- OGR Information Sharing Series, OGR, KNUST, 2020
- International Public Sector Accounting Standards Workshop, PwC Business School, KNUST, 2020
- Grants Financial Management and Reporting Workshop, OGR, KNUST, 2019
- Professional Development in the 21st Century University Administration Workshop, GAUA, Cape Coast, 2019
- Africa's Sustainable Development: Inclusive Trade and FDI not Aid Conference, Academy of International Business & KNUST School of Business, Accra, 2019
- Improving Quality of Higher Education Through Effective Measurement and Evaluation, QAPU, KNUST, 2018

WRITTEN MEMORANDA

- **Owusu-Ansah, R.**, Acquah, C., Amosah, H. A. and Kwarteng, C. Y. (2023) "Towards Sustainable University Financing: Leveraging on Production Units for Enhanced Revenue Generations and Resource Management". Submitted to the Vice-Chancellor, KNUST.

- **Owusu-Ansah, R.** and Acquah, C. (2023) "The Value of Welfare Funds in Enhancing Workplace Support and Well Being". Submitted to Provost, College of Art & Built Environment and Provost, College of Science, KNUST
- Acquah, C., **Owusu-Ansah, R.** and Ogyiri, L. (2023) "Expansion of KNUST Car Washing Bay: Alleviating Congestion and Increasing Revenue". Submitted to the Vice-Chancellor, KNUST
- **Owusu-Ansah, R.**, Acquah, C. and Ogyiri, L. (2023) "Balancing Student Transportation and Environmental Sustainability: Exploring Alternatives to the University Shuttle Service". Submitted to the Vice-Chancellor, KNUST
- Gambrah, J., Acquah, C., **Owusu-Ansah, R.** and Henaku, A. M. (2022), "Assets verification with barcoded technology". Submitted to Finance Officer, KNUST.
- Gambrah, J., **Owusu-Ansah, R.**, Acquah, C. and Adu, B. (2021) "Loan Protection Insurance". Submitted to the Finance Officer, KNUST.
- Gambrah, J., Andoh, E., Nyerringa, J. N. and **Owusu-Ansah, R.** (2021) "GUSSS Investment Analysis - Real Assets vs Financial Assets". Submitted to the Finance Officer, KNUST. 2020.
- Gambrah, J., **Owusu-Ansah, R.**, Adu, B. and Antwi, G.B. (2021) "Contribution of Non- GUSSS Members". Submitted to the Finance Officer, KNUST.
- Gambrah, J., **Owusu-Ansah, R.**, Antwi, G.B. and Acquah, C. (2021) "Self-Insurance Scheme as Alternative to Insurance". Submitted to the Finance Officer, KNUST.
- Acheampong, O., Appiah-Badu, K. and **Owusu-Ansah, R.** (2020) "Fee for Request for Remarking of Examination Scripts from Students". Submitted to the Registrar, KNUST.
- **Owusu-Ansah, R.** and Acheampong, O. (2020). The Inherent Perception towards the Contemporary University Accountant, Article published in GAUA Newsletter, Volume 2, Issue 1, Jan-June,
- Nsiah, C. and **Owusu-Ansah, R.** (2019) "Establishment of Provident Fund for GAUA Members". Submitted to GAUA Executives, KNUST.

DONOR-FUNDED PROJECTS MANAGED

College of Art & Built Environment

- Network on Excellence for Land Governance in Africa (NELGA) Project sponsored by GIZ
- African Centre for Career Enhancement & Skills Support (ACCESS) Project sponsored by DAAD
- Migration and Translocality in West Africa (MiTraWA) sponsored by West African Science Service Centre on Climate Change and Adapted Land use (WASCAL)
- Leading Integrated Research for Africa Agenda 2030 Project (LIRA 2030 Africa) sponsored by Network of African Science Academies (NASAC)
- KNUST Research Funds

College of Science

- Programme Advocating Women in Science (PAWS 2020) sponsored by African-German Network of Excellence in Science (AGNES)
- Future Leaders - African Independent Research (FLAIR) Project sponsored by Global Challenge Research Fund (GCRF), The Royal Society

- Laboratory for Interdisciplinary Statistical Analysis (LISA) Project sponsored by USAID
- Development of A Powdered Instant Beverage Mix from Fermented Millet and Orange -Fleshed Sweet Potato Project sponsored by NESTLE
- Science for Weather Information and Forecasting Techniques (SWIFT) Project sponsored by GCRF
- Xenobiotic and Heavy Metals in Ghana project, a Sheathe Project Sponsored by DANIDA Fellowship Centre
- KNUST Research Funds
- **School of Business**
- Centre for Applied Research and Innovation in Supply Chain-Africa (CARISCA) Project sponsored by USAID
- Shipshape Project sponsored by Arizona State University (ASU)

PERSONAL INTERESTS

- Reading
- Travelling
- Watching Movies