**CURRICULUM VITAE**

**Owusu Acheampong**

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 **PERSONAL COMPETENCY**

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A Professional Accountant with over thirteen (13) years of post-qualification experience, I bring with me a keen ability to manage accounts and interpret financial information. Budgeting and analysis are my forte and I am familiar with the major financial regulations and software used in the public sector. I contribute my quota with maximum commitment, honesty and integrity to achieve the organizational goal. Teamwork and meticulousness are my added values by which I am able to easily solve problems.

 **QUALIFICATION**

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* Masters of Philosophy (Mphil, Accounting) KNUST - 2015
* Masters of Business Administration (MBA Accounting) KNUST - 2013
* Bachelor of Business Administration DTMI-SA - 2010
* Chartered Accountant (GH) ICA-Ghana - 2007
* Ghana Accounting Technician (GH) Sunyani. Polytechnic - 2003

 **PROFESSIONAL MEMBERSHIP**

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Institute of Chartered Accountant (Ghana) - Member, 2010

1. **Ag. Deputy Finance Officer, College of Engineering, KNUST, 2018 – Current**

 **Detailed Schedule of Duties:**

* Responsible for treasury management of the College.
* Management of revenue receivable as well as the bank accounts of the College
* Development, operation and maintenance of accounting systems and control for financial resources, in consultation with the Finance Officer.
* Management of donor funded projects.
* Ensure compliance with relevant financial regulations including KNUST Accounting Policies and Procedures Manual, the Public Financial Management Act, 2016 (Act 921), Public Procurement Act, 2003, (Act 663), Value Added Tax Act, 2013 (Act 870) and Income Tax Act, 2015 (Act 896)
* Preparation of practical and responsive budgets, in line with the strategic objectives of the College as well as the Main University
* Preparation of monthly returns for revenue and expenditures for Government through the NCTE.
* Preparation of annual financial statements for audit and dealing with the University External Auditors.
* Liaison with external auditors and the implementation of recommendations where appropriate
* General administration of the accounts and finance department at the College.
* Obtaining information on all bank accounts operated by all the Units within the College with the view of advising on the management of any idle funds.
* Responsible for the financial management of all the projects of the three Centre within the College (KEEP Project, RWESCK Project and TRECK Project).
* Advising the Provost on prudent financial management decisions.
* Any other duties assigned by the Finance Officer, Provost or Vice-Chancellor
1. **Ag. Deputy Finance Officer, College of Health Sciences, KNUST, 2015-2018.**

 **Detailed Schedule of Duties:**

* General administration of the accounts and finance department at the College.
* Management of Students Association Accounts within the College
* Ensure budget compliance by all Units within the College
* Preparation of consolidated accounts for all the twelve (12) units of the College;
* Responsible for treasury management of the College.
* Assistance to Principal Investigators (PIs) during project proposal writing.
* Development, operation and maintenance of accounting systems and control for financial resources, in consultation with the Finance Officer.
* Management of donor funded projects.
* Compliance with rules and regulations in procurement of goods and services;
* Preparation of practical and responsive budgets, in line with the strategic objectives of the College as well as the Main University
* Preparation of monthly returns for revenue and expenditures for Government through the NCTE.
* Preparation of annual financial statements for audit and dealing with the University External Auditors.
* Liaison with external auditors and the implementation of recommendations where appropriate
* Obtaining information on all bank accounts operated by all the Units within the College with the aim of advising on the management of any idle funds.
* Responsible for the financial management of all the projects within the College.
* Advising the Provost on prudent financial management decisions.
* Any other duties assigned by the Finance Officer, Provost or Vice-Chancellor
1. **Accountant, KNUST School of Business, 2013-2015.**

 **Detailed Schedule of Duties:**

* Maintenance of proper books of accounts for the School.
* Establishing, maintaining, and coordinating of the implementation of accounting and accounting control procedures.
* Analyzing revenue and expenditure trends and recommend appropriate spending levels to ensure expenditure control.
* Preparation of monthly bank reconciliation statements for all the bank accounts of the School
* Preparation of annual financial statements of the School.
* Compliance with budget and all relevant financial regulations.
* Dealing with external auditors and the implementation of recommendations where appropriate;
* Any additional responsibility as may be directed by the College Finance Officer and Finance Officer.
1. **Accountant, Final Accounts Section, Main University, 2010-2013.**

 **Detailed Schedule of Duties:**

* Preparation of monthly bank reconciliation for all bank accounts of the Main University
* Assisting in the preparation of annual consolidated financial statements of the whole University
* Liaison with external auditors and the implementation of recommendations where appropriate;
* Any additional responsibility as may be directed by the Deputy Finance Officer and Finance Officer.
1. **Accountant, University Printing Press (UPK), KNUST 2012-2013.**

 **Detailed Schedule of Duties:**

* Maintenance of proper books of accounts for the unit
* Analysis of revenue and expenditure trends for sound operational advice to the management board.
* Preparation of monthly bank reconciliation statements for the unit.
* Timely recovery of monies due to the Units
* Ensuring compliance with budget and the University’s financial controls
* Preparation of annual financial statements for the Unit.
1. **Accountant, Kumasi Polytechnic, Kumasi 2007-2010.**

 **Detailed Schedule of Duties:**

* Preparation of annual financial statements for the Polytechnic
* Preparation of monthly expenditure returns to National Council for Tertiary Education (NCTE)
* Preparation of annual Budget estimates
* Preparation of quarterly and annual financial reports for management use
* Supervision and direction of accounting staff within finance department of the Polytechnic
* Provision of all the necessary accounting information that are relevant for auditing purpose
* Liaison with external auditors and the implementation of recommendations where appropriate;
* Performs any other duty as were directed by the Finance Officer.
1. **Senior Accounting Assistant, Kumasi Polytechnic, Kumasi 2004-2007.**

 **Detailed Schedule of Duties:**

* Preparation of bank reconciliation statement
* Processing of payment vouchers
* Passing of journal vouchers
* Filing of payment vouchers
* Writing the double column cash book
* Assisting in the provision of necessary accounting information during external auditing.
1. **Part-Time Teaching**
* Institute of Distance Learning, **Lead Facilitator**, Accounting and Finance, CEMBA/PA 560, 2016-2018
* Institute of Distance Learning, **Facilitator**, Financial Accounting Analysis, Mphil/MSc Industrial Finance, 2016-2019.
* Valley View University, Kumasi Campus, **Tutor**, Advanced Accounting, 2008-2010
* University of Cape Coast, Kumasi Campus, **Facilitator**, Advanced Accounting, 2007-2010
* Kumasi Polytechnic, Kumasi, **Tutor**, Intermediate Accounting, 2007-2012.

**TRAINING/SEMINARS/WORKSHOPS ATTENDED**

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| In order to sharpen my skills in the current trend in accountancy, I participated in the following trainings, seminars, workshops and continuous professional development programmes 1. Africa Centre of Excellence Impact Workshop, Abuja-Nigeria, 2020 (appendix T01)
2. Africa Centre of Excellence Impact Bootcamp Workshop, Djibouti City-Djibouti, 2019 (appendix T02)
3. African Ministerial Conference on Environment (AMCEN), Durban-South Africa, 2019 (appendix T03)
4. Training workshop on Ghana Integrated Financial Management Information System (GIFMIS), Accra-GH, 2019 (appendix T04)
5. IPSAS Adoption by Public Universities – Ernst & Young, 2015 (appendix T05)
6. Grants Financial Management and Reporting, OGR, KNUST, 2019 (appendix T06)
7. Advancing Science and Technology through Effective Communication-KNUST, 2014
8. Repositioning KNUST as a Global Institution: Effective Research Management Tool-KNUST , 2013
9. Budgeting and Budgetary Control-The Institute of Chartered Accountants (Ghana), 2012
10. Equipping Staff for Leading Change in Academia-KNUST, 2011
11. National Pensions Act 2008 (ACT 766)- ICA (GH), 2011
12. Current Business Trends in Africa- ACCA (Ghana Branch), 2011
13. Working Capital Management in Post Credit Crunch Era- ICA (GH), 2010
14. International Public Sector Accounting Standards (IPSAS)- ICA (GH), 2010
15. Financial Modelling for Accountants and Finance Officers –ICA (GH), 2010
16. National Pensions ACT 2008, (ACT 766) –ICA (GH), 2009
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 **Information and Computer Technology skills**

1. Microsoft Office,
2. Advanced Excel skills (Spreadsheet creation)
3. Ghana Integrated Financial Management Information System (GIFMIS)
4. In-House accounting systems (Panacea)

 **ACADEMIC JOURNAL PUBLICATIONS**

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1. Appiah, K.O. and **Acheampong, O**. (2019), "Has traditional accounting information lost its relevance?", Journal of Financial Reporting and Accounting, Vol. 17 No. 3, pp. 554-570. https://doi.org/10.1108/JFRA-05-2016-0037 (*ref J01*)
2. Agyemang, J.K., Wingard, C, H. and **Acheampong, O**. (2019). Fair Value Accounting in the Agricultural Sector: The Analysis of Economic and Educational Factors, Asian Journal of Economics, Business and Accounting, 9(4): 1-13, 2018; Article no. AJEBA.46763 (*ref J02*)
3. Agyemang, J.K., **Acheampong, O.** and Akenten, W. N. (2018). Fair Value Accounting: Implementation Challenges Facing Small and Medium-Sized Entities in the Agricultural Sector, International Journal of Accounting and Financial Reporting ISSN 2162-3082 2018, Vol. 8, No. 4 (*ref J03*)
4. **Acheampong, O**., Ofori, D., and Yeboah, I, O. (2016). An assessment of tax compliance level of small enterprises in Ghana, European Journal of Business and Management, Vol. 8 No. 12,pp. 81-89. (*ref J04*)

 **UNPUBLISHED ARTICLE**

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1. A study of value relevance of inflation-adjusted income and equity. Analysis of financial statements of twenty (20) listed companies on Ghana Stock Exchange for the period of ten (10) years, (2004-2014)

 **WRITTEN MEMORANDA**

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1. **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. *(Please, refer to appendix M07*).
2. **Acheampong, O.** (2020). Pre- Financing of Expenditures, Submitted to Deans/Directors/HoDs, CoE. *(Please, refer to appendix M09*).
3. 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, 2020. *(Please, refer to appendix M08*).
4. Nsiah, C., Badu, J. I. and **Acheampong, O**. (2019). Administration of Temporal Staff Payment in KNUST, Submitted to Finance Officer, KNUST. *(Please, refer to appendix M06*).
5. **Acheampong, O.** and Osei-Owusu, M. (2018). Cleaning of the Students Database (ARMIS), Submitted to the Registrar, KNUST. (*Please, refer to appendix M05*).
6. Nsiah, C., Boateng, F. O. and **Acheampong, O**. (2018) “Management of Students’ Association Funds”*.* Submitted to the Vice-Chancellor, KNUST. *(Please, refer to appendix M02*).
7. **Acheampong, O**. (2018). Efficient Financial Management Within the College of Health Sciences, Submitted to the Provost, CoHS. *(Please, refer to appendix M01*).
8. Nsiah, C., Boateng, F. O., **Acheampong, O**. and Essien, K. F. (2018) “Decoupling Job Positions from Ranks in Finance Office”.Submitted to the Vice-Chancellor, KNUST. *(Please, refer to appendix M10*).
9. **Acheampong, O**. (2016). Establishment of College Procurement Committee, Submitted to the Provost, CoHS. *(Please, refer to appendix M04*).
10. **Acheampong, O**. (2016). Matters on Diploma in Nursing Terminal Examination, Submitted to the Dean, Faculty of Allied Health Sciences (FAHS). *(Please, refer to appendix M11*).

**PROMOTION OF WORK AND ACHIEVEMENTS**

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1. I was adjudged the Best Sectional Head, KNUST Finance Office, 2014 for excellent performance and professional due care.
2. Initiated and established a vibrant Kumasi South District Society on KNUST campus. This has mitigated the previous persistent lack of punctuality and attendance to meeting, which made most of our members, defaulted in getting the required CPD credit hours for the renewal of membership.
3. The implementation of our proposal to manage all students accounts at a central unit. All the benefits associated with the policy including high level of uniformity, savings from excessive bank charges and effective monitoring and control of students fund have been achieved.
4. The implementation of my proposal to treat the College as a single entity on financial operations. This resulted in the College as whole making a significant savings on interest on borrowing (borrowing cost)
5. My earlier alert I made to the Dean of Faculty of Allied Health Sciences brought a quick intervention that reversed the potential threat of losing Memorandum of Understanding (MoU) between the Faculty and Ministry of Health. This would have resulted in a significant loss of revenue to the Faculty.

**COMMITTEE SERVICES**

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1. **Service to the University Community**
2. **Member**, Fixed Assets Register Compilation Committee under the IPSAS Implementation Project. (please, refer to appendix C01, a letter from the Finance Officer, KNUST, July, 2020)
3. **Member,** Committee to Develop Implementation Costing/Finances for the KNUST and the Gambia Technical Training Institute (GTTI) Collaboration. (please, refer to appendix C02, a letter from the Finance Officer, KNUST, June, 2020)
4. **Member,** GAUA Executives Election, 2018. (please, refer to appendix C03, a letter from the GAUA Secretary, KNUST, May, 2020)
5. **Member,** Entity Tender Committee. (please, refer to appendix C04, a letter from the Finance Officer, KNUST, January, 2019)
6. **Member,** Transition Team for the Transfer of K-AISWAM Students to KNUST Programmes. (please, refer to appendix C05, a letter from the Provost, CoE, August, 2018)
7. **Member,** Needy Students Fund Committee. (please, refer to appendix C06, a letter from the Provost, CoE, October, 2019)
8. **Member,** College of Engineering Congregation Planning Committee. (please, refer to appendix C07, a letter from the Provost, CoE, July, 2019)
9. **Member,** Coordinating Committee for Examinations of Diploma Awarding Institutions of The Ministry of Health. (please, refer to appendix C08, a letter from the College Registrar, CoHS, May, 2018)
10. **Member,** Engineering Guesthouse Management Committee. (please, refer to appendix C09, a letter from the Provost, CoE, October, 2019)
11. **Member,** Finance Office Staff Training Needs Assessment Committee. (please, refer to appendix C10, a letter from the Finance Officer, KNUST, April, 2019)
12. **Member,** Committee to Investigate Allegation of Misconduct Against Mr. Eric Opoku. (please, refer to appendix C11, a letter from the Committee Secretary, KNUST, April, 2018)
13. **Member,** College Congregation Planning Committee. (please, refer to appendix C12, a letter from the Deputy Registrar, CoHS, May, 2018)
14. **Member**, Quality Assurance Sub-Committee for Finance, Audit and Procurement Units. (please, refer to appendix C13, a letter from the Head, QAPU, KNUST, December, 2016)
15. **Resource Person,** Lecture and Advice on Centralization of all Students Accounts to 10th SRC Parliamentary. (please, refer to appendix C14 a letter from the Speaker of SRC Parliamentary Council, February, 2019)
16. **Returning Officer,** GAUA Executives Election, 2018. (please, refer to appendix C15, a letter from the GAUA Secretary, KNUST, January, 2018)
17. **Lead Facilitator**, Accounting and Finance on the CEMBA/PA Programme, 2016-2018. (please, refer to appendix C16, a letter from the Ag. Institute Registrar, IDL, August, 2016)
18. **Service at National level**
19. **Chairman,** Audit Committee, Suntreso Government Hospital. Institute of Chartered Accountant (Ghana)’S Nominee (please, refer to appendix C17, a letter from the Medical Superintendent and ICAG-Jan2019).
20. **Ag. Chairman,** Audit Committee, Suame Municipal Assembly. Institute of Chartered Accountant (Ghana)’S Nominee (please, refer to appendix C18, a letter from the Ag. Municipal Co-ord. Director and ICAG-Jan2019).
21. **Member,** 5th Afrinead Conference Planning Committee. (please, refer to appendix C19, a letter from the Head, CRS and President of AfriNEAD, February, 2017)

 **HOBBIES**

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* Reading
* Guidance and Counselling
* Listening to Anointed Gospel Music