

GODWIN BOAKYE ANTWI

CA, MPhil, BSc (Hons)

PMB KNUST

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D.O.B: 15th July 1987

PROFILE

I am highly motivated, ambitious and easily adaptable. I am passionate and committed to increasing my capacity to deal with fast changing and complex situations while inspiring confidence in those around me. As a professional qualified Accountant, I have developed a range of skills through work experience and education.

EDUCATIONAL QUALIFICATIONS

- **MPhil, Industrial Finance and Investment**
Kwame Nkrumah University of Science & Technology, Ghana, 2015
- **BSc, Banking and Finance - First Class Honors**
Kwame Nkrumah University of Science & Technology, Ghana, 2011
- **West African Senior Secondary School Certificate Examination**
Prempeh College, Ghana, 2006

PROFESSIONAL QUALIFICATION

- Member, Institute of Chartered Accountants Ghana (ICAG), 2017

WORK EXPERIENCE

Kwame Nkrumah University of Science and Technology (KNUST)

Position: Head of Budget, Finance Directorate-KNUST

March 2021 to Date...

Duties:

- Preparation of annual budget of the University for submission to Government for consolidation into the National Budget.
- Ensures compliance with the relevant laws and regulations including the following:
 - i. KNUST Financial Policies and procedures
 - ii. Financial Administration Policies and Procedures
- General Administration of the Budget Unit.
- Supervision of staff of the Budget Unit.
- Preparation and submission of Medium-term revenue projection of the University to the Ministry of Finance annually.
- Preparation 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 (Contracts) contained in the budget for the year.

- Maintenance of commitment register to ensure compliance with budget allocation to the various Units of the University.
- Reporting of actual cost against budget on monthly and quarterly basis for budgetary control
- Insurance of all University vehicles.
- Preparation of Monthly Revenue and Expenditure returns for submission to Ministry of Finance and GTEC.
- Any other duties assigned by the Finance Officer.

Kwame Nkrumah University of Science and Technology (KNUST)

Position: Accountant, Photocopy Unit

August 2020 to March 2021

Duties:

- Preparation of yearly financial statements of the Unit.
- Preparation of annual budget of the Unit.
- Preparation of quarterly financial performance reports with variance.
- Treasury management – receipts, payments and reconciliation of bank statements.
- Investment of funds to achieve maximum returns.
- Providing leadership and direction on use of financial resources through proper supervision of staff.
- Preparing monthly income & expenditure returns of the Unit for submission to the Finance Officer.

Kwame Nkrumah University of Science and Technology (KNUST)

Position: Senior Accounting Assistant, Budget Office

March 2014 to August 2020

Duties:

- Preparing of quarterly financial management reports to the Council of the University.
- Assisting in the preparation of annual budget for the University.
- Management of the University's Investment Schedules.
- Preparing monthly cost reports for the various units of the University.
- Reviewing of budgets from various units together with the Management of the University.
- Ensuring cost control through variance analysis and liaising with heads of units to ensure that spending is within budgeted amounts.
- Preparing of monthly income and expenditure returns to GTEC, Ministry of Finance, Controller and Accountant General and Ministry of Education.
- Commitment of daily general administration & central unit's expenditures.
- Using PANACEA a Financial management information systems software to prepare payment vouchers for suppliers of Contract works.

Kwame Nkrumah University of Science and Technology (KNUST)

Position: Financial Reporting Officer, Institute of Distance Learning (IDL)

September 2011 to March 2014

Duties:

- Preparation of the final accounts for the Institute.
- Preparation of cashbook for various banks.
- Reconciliation of bank balances with ledgers.
- Liaising with external auditors for performance of year end audit.
- Using ARMIS an academic records management information system for billing and clearance of students.
- Assist in the preparation of annual operational budget of the Institute.
- Updating of fixed assets register and reviewing of assets under construction.

OTHER POSITIONS HELD

- GAUA Representative -Finance Office (2020 to Date)
- Treasurer, KNUST Finance Welfare Association (2016 to 2021)
- Financial Consultant, Daughters of The Most Holy Trinity, Kumasi (2019)
- Organizing Secretary, African Youth Alliance, Prempeh College (2005 to 2006)

CONFERENCES AND WORKSHOPS ATTENDED

- Training seminar on first time adoption of International Public Sector Accounting Standards (IPSAS) at KNUST from 14th to 25th September, 2020 organized by PwC.
- 8th KNUST SUMMER SCHOOL for Senior Staff on the theme: “Improving Quality of Higher Education Through Effective Measurement and Evaluation” from 20th to 24th August,2018 organized by the Quality Assurance and Planning Unit (Vice-Chancellor’s Office), KNUST.
- Workshop on Benchmarks for efficient allocation and utilization of public funds in tertiary institutions on 24th April,2018 in Accra, organized by National Council for Tertiary Education (NCTE).
- 2018 Higher Education Conference in Ghana on the theme: “Funding Public Universities in Africa - The new paradigm” from 5th to 6th April, 2018 at ISSER, University of Ghana, Legon.
- 7th KNUST SUMMER SCHOOL for Senior Staff on the theme: Technology, Manpower Training and Development; on august 23, 2017 organised by the Quality Assurance and Planning Unit (Vice-Chancellor’s Office), KNUST.
- Workshop on Costing and Pricing of Government Services on 23rd - 27th November,2015 at University of Ghana Business School.
- 5th KNUST SUMMER SCHOOL for Senior Staff on the theme: “Sustainable Development of Tertiary Institutions in Ghana amidst Economic and Security Challenges” from 18th to 19th August,2015 organized by the Quality Assurance and Planning Unit (Vice-Chancellor’s Office), KNUST.
- Workshop on Advanced Management Reporting & Analytics organised by Web & Software Training and Consultancy in December, 2014; Accra.

- 4th KNUST SUMMER SCHOOL for Senior Staff on the theme: “Advancing Science and Technology through Effective Communication” from 18th to 19th August, 2014 organized by the Quality Assurance and Planning Unit (Vice-Chancellor’s Office), KNUST.

BOARDS AND COMMITTEES SERVED

- Member, Committee To Review Specific Chapters Of The Revised KNUST Accounting Policies & Procedures Manual
- Member, Committee To Examine & Develop Action Plan for CAGD’s Reporting Requirements - KNUST
- Member, Library Management Committee – KNUST
- Member, Congregation Planning Committee – KNUST
- Member, Tender Evaluation Panel - KNUST
- Member, Photocopy Unit Management Board - KNUST
- Member, Photocopy Unit Procurement Board - KNUST

SPECIAL / ICT SKILLS

In-depth knowledge and understanding of;

- International Public Sector Accounting Standards (IPSAS)
- IFRS & IAS
- Microsoft office suite (Word, Excel, Outlook, PowerPoint)
- Hyperion
- PANACEA

REFERENCES

- Mr. Yaw Nimo Baffour
Finance Director
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- Mr. James Gambah
Finance Officer, College of Humanities and Social Sciences
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Tel. 0244 750903
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- Dr. Yusif Hadrat
Senior Lecturer, Department of Economics
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