

# **CURRICULUM VITAE**

## **PERSONAL DETAILS**

Name: Bismark Owusu Adu  
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Contact Address: Finance Office, KNUST  
Date of Birth: 17<sup>th</sup> June, 1981  
Home Town: Nintin, Mampong-Ashanti

## **CAREER OBJECTIVES**

To combine accounting and finance in order to achieve a high level performance in a challenging financial and business environment and also to help train personnel for the accounting profession.

## **EDUCATION**

### **a) Professional Qualification**

- 2014 Member, Institute of Chartered Accountants, Ghana (ICAG)
- 2014 Final Examination, ICAG

### **b) Academic Qualifications**

- 2012 Master of Business Administration (Finance)
- 2009 Bachelor of Science in Business Administration (Accounting)
- 2003 Higher National Diploma in Accounting
- 1999 Senior Secondary School Examinations Certificate

### **c) Educational Institutions Attended**

- 2010-2012 Kwame Nkrumah University of science and Technology, Kumasi
- 2007-2009 University of Education, Winneba – Kumasi Campus
- 2001-2003 Sunyani Polytechnic, Sunyani
- 1997-1999 Adu Gyamfi Secondary School, Jamasi

## **PROFESSIONAL EXPERIENCE:**

### **Payables, Finance Office-KNUST**

Rank: Accountant  
Position: Head of Payables  
Date: August 2018 to Date

**Duties:**

- Review and verify invoices and payment requests;
- Sort, code and match invoices;
- Set invoices up for payment;
- Enter and upload invoices into system;
- Track expenses and process expense reports;
- Prepare and process electronic transfers and payments;
- Post transactions to ledgers;
- Reconcile accounts payable transactions;
- Pass appropriate journals;
- Prepare analysis of accounts;
- Monitor accounts to ensure payments are up to date;
- Research and resolve invoice discrepancies and issues;
- Maintain vendor files;
- Correspond with vendors and respond to inquiries;
- Produce monthly reports;
- Assist with month end closing;
- Provide supporting documentation for audits;
- Supervise and train staff of the unit ; and
- Any other duty that will be assign to me by the Finance Officer.

**Final Accounts, Finance Office-KNUST**

Rank: Assistant Accountant/Principal Accounting Assistant

Position: Head of Final Accounts

Date: August, 2015 to July 2018

**Duties:**

- General Administration of the department.
- Coordinated and reconciled all fees collection accounts of the University and subsequent transfers to other colleges and units.
- Liaised with other units of the Finance Office to ensure that financial data entries are up-to-date.
- Ensured that interdepartmental currents accounts with other units of the University are in agreement at all times.
- Maintained and updated the Ledgers of the Main University,
- Checked all journals passed into the Ledgers to ensure that the ledgers were free from material errors.
- Maintained and updated the Fixed Assets Register of the Main University.
- Supervised monthly Bank Reconciliation Statements of the bank accounts of the Main University.
- Prepared quarterly and annual final accounts of the Main University.
- Liaised with the University's External Auditors in the course of their audit of main University Accounts.
- Provided input and feedback on the Main University's Financial Management Information System (PANACEA)

- Updated the Finance Officer on the movements of all Investment Funds with the various banks of the Main University
- Supervised and trained staff of Final Accounts Unit in the Main University.

**Superannuation /Pensions, Finance Office,-KNUST**

Rank: Principal Accounting Assistant

Date: September, 2013 to July, 2015

**Duties:**

- Preparation of pensions (superannuation) scheme financial statements
- Assisted in the management of the superannuation scheme including the GUSSS Hostels
- Furnished Data Processing Section with information regarding GUSSS pensioners
- Preparation of payroll for GUSSS Hostels workers
- Reconciliation of social security deductions with SSNIT
- Reconciliation of withholding tax deductions with Ghana Revenue Authority
- Assisted in the preparation of the unit's budget

**Budget Section, Finance Office -KNUST**

Rank: Senior Accounting Assistant/ Accounting Assistant

Date: December, 2005 to August, 2013

**Duties:**

- Assisted in the preparation of University Budgets and Budgetary Controls
- Preparation of TALIF Project (World Bank Project) financial statements
- Maintained contract accounts and processing of contract payments
- Liaised with Transport Department for the insurance of all University vehicles

**National Service – Nkoranza District Assembly November, 2003 to August, 2004**

**Duties:**

- Assisted in the preparation of monthly financial statements of the Assembly

## **OTHER EXPERIENCE/ POSITIONS HELD**

- Sub-Committee Member, Finance Committee of the Local Organising Committee for 2022 Ghana Universities Sports Association (GUSA) Games July 2021 to Date
- Committee Member, 9<sup>th</sup> KNUST Summer School 2020/2021
- Sub-Committee Member, Review of Specific Chapters of the Revised KNUST Accounting Policies and Procedures Manual, 2021
- Financial Signatory, TWIGA Project, KNUST – February 2018 to Date
- Committee Member, Board of Survey Committee – January 2019 to Date
- Fellow, Unity Hall, KNUST – 2018 to Date
- Chairman of Audit Committee, Offinso North District Assembly, Akumadan - 2017 to Date
- Ag. Manager, Graduate Students Hostel, KNUST - August 2013 to July 2015
- Presentation on Personal Finance, Investment and Retirement Planning for members of Light House Baptist Church, TUC-Kumasi - July 2017
- Treasurer, Finance Office Welfare - 2006 to 2012
- Choir Organising secretary, St. Thomas Aquinas Catholic Community (IMCS-PAX Romana, Sunyani Polytechnic Local – 2002 to 2003

## **CONFERENCES, SEMINARS AND WORKSHOPS ATTENDED**

- The Evolving Role of the 21<sup>st</sup> Century Accountant, Auditor, Finance Officer, Budget Officer, and Cost Manager (Association of Africa Universities), Accra – November 2018
- Improving Quality of Higher Education Through Effective Measurement and Evaluation (8<sup>th</sup> KNUST Summer School Workshop) – August 2018
- Train-The-Trainer Workshop (Institute of Chartered Accountants-Ghana / Institute of Chartered Accountants-England and Wales, Kumasi) – February 2018
- Workshop for MMDA Audit Committee Members on The New Public Financial Management Act, 2016 (PFMA) Act 921(Centre for Local Government Advocacy) – November 2017
- Technology, Manpower and Development (7<sup>th</sup> KNUST Summer School Workshop) – August 2017
- Modern Trends in University Administration and Management (CPD Workshop, GAUA-KNUST) - April 2017
- Strengthening the Linkage Amongst Academia, Industry and Government – August 2016 (6<sup>th</sup> KNUST Summer School Workshop) – August 2016
- International Public Sector Accounting Standards -IPSAS Training ( Ernest and Young) – November 2015
- Sustainable Development of Tertiary Institutions in Ghana, Amidst Economic and Security Challenges (5<sup>th</sup> KNUST Summer School Workshop) – August 2015
- Advancing Science & Technology through Effective Communication (4<sup>th</sup> KNUST Summer School Workshop) – August 2014
- Practical Accounting Training (Finance Office, KNUST) – May 2014

- Financial Modelling Seminar (FMS Consult), Kumasi – December 2013
- Creating Customer Value/Satisfaction (3<sup>rd</sup> KNUST Summer School Workshop) – September 2013
- Raising the Standards for 21<sup>st</sup> University Education-Quality Management Systems (2<sup>nd</sup> KNUST Summer School Workshop) – August 2012
- Current Business Trends in Africa: The Skillset & Competencies Required by Professional Accountants (ACCA) – November 2011

### **AWARDS:**

Best worker, Budget Section, Finance Office, KNUST for the years 2006, 2010 and 2011

### **REFEREES**

#### **Mr. Kennedy Obiri-Yeboah**

Head, Financial Reporting, Finance Office, KNUST, Tel: 0209777322

#### **Prof. Joseph Magnus Frimpong**

Former Dean, School of Business – KNUST, Kumasi Tel: 0244018700

#### **Mr. Charles Nsiah**

Deputy Finance Officer, College of Health Sciences, KNUST, Kumasi Tel: 0541139959