MOSES TSIQUAYE

P.O. Box MD 967, Madina, Accra-Ghana

CELL: + (233) 23 474 9713 / + (233) 27 622 6517

EMAIL: [mtsiquaye@yahoo.co.uk](mailto:mtsiquaye@yahoo.co.uk)

**PROFESSIONAL PROFILE**

* A Finance Professional with a wide range of capabilities and committed to achieving business objectives.
* I am detail- oriented, proactive in identifying and resolving complex accounts related issues.
* I bring on board new ideas and easily adapt to any Business environment.
* I have excellent analytical and problem- solving skills.
* I am a self-starter, able to multi-task and work under pressure, both within a team or independently.
* I am a team player with excellent communication and planning skills.
* Excellent computer skills including Microsoft office Suite (Word, Excel, PowerPoint, Outlook).

**CAREER SUMMARY**

**Deputy Internal Auditor**

**Kwame Nkrumah University of Science and Technology (KNUST), Kumasi**

January 2018 to date

Key Roles and Responsibilities:

* Supervise the work including review of the monthly report all the senior members at the Colleges
* In charge of the training of field staff and those at the College
* Plan for the training of audit staff both in-house and outside
* Assist with budget preparations and monitor the actual expenditure
* Assist the Internal Auditor with the preparation of Annual Audit Plan for onwards submission to the Audit Committee
* Assist the Internal Audit in the preparation of quarterly audit report for Audit Committee meetings
* Liase with external stakeholders e.g. Internal Audit Agency, Institute of Internal Auditors, External Auditors, Public Procurement Authority, External Auditors etc. in the provision of the Audit department report.
* Attends periodic meeting on behalf of the department and that of the Internal auditor
* Supervises audit staff who attend annual stock count and prepares consolidated report to Finance Officer
* Specific assignment assigned to:
* Audit of the Financial Statement of the Institute of Distance Learning
* Audit of Guest Houses and Hostels
* Review of Finance Office activities- Review of final account, budget variance analysis, Payroll
* Pension funds (Provident Fund&GUSSS)
* Review of Investment and accrued interest thereon
* Central Pool audit – supervises Support and Self-Accounting Units
* Any other job that may be assigned by the Internal Auditor

**Chief Finance Officer**

**Wapic Insurance (Ghana) Limited, Accra**

April 2016 – March 2018

Key Roles and Responsibilities:

* Define the financial management framework/ policies and performance management guidelines for the company.
* Manage the reporting of financial performance for Wapic Ghana to the Board
* Responsible for budget preparations, financial analysis, monitoring of cost and expenditure via variance analysis model.
* Advise EXCO, Board and country investor relations function on stakeholder relationship management as well as trends, issues and challenges
* Have overall responsibility for the management of financial reporting
* Oversee key investor relations activities of all entities and ensure alignment with company strategy and objectives
* Collaborate with Wapic’s Finance and Performance Management and Marketing Strategy functions to analyse financial models, assess financial reports and market opinion, monitor competitors and contribute to formulation of responses
* Collaborate with Communications and Brand function to execute communications strategy and enhance relationship with investor community
* Provides leadership and supervises the entire FINCON Unit to ensure that set goals and objectives are achieved
* Perform other functions as assigned by the Managing Director
* Prepares Board Packs for the quarterly board meetings

**Head of Finance**

**Broll Ghana Limited, Accra**

June 2014 to July 2015

Key Roles and Responsibilities:

* Responsible for budget preparations, financial analysis, monitoring of cost and expenditure
* Undertake quarterly and periodic reviews and adjust forecast in accordance with financial results.
* Completes consolidation of management accounts of various divisions comprising of Statement of Profit or Loss and Financial Position.
* Manages financial income, including management of administration fees on rental recoveries, commissions on new or renewed leases and interest earned.
* Oversees the preparation of regulatory and government reports. Reviews financial information needed to ensure an accurate statement of the Company’s financial position to various regulatory agencies.
* Prepares Board Packs for board meetings
* Trains and directs accounting staff. Provides support as needed
* Formulates and implements internal controls necessary for correcting internal control weaknesses.

**Finance Manager**

**Amadeus Marketing Nigeria Limited, Nigeria**

Feb 2013- July 2013

Key Roles and Responsibilities:

**Central Reporting**

* Monthly reporting to headquarters under International Accounting Standard on Financial Statements, cash flow and treasury forecast and follow up on budget/forecast deviations

**Local Statutory Accounts and Legal/Tax Compliance**

* Responsible for the management of local Accounting including, cash management, account reconciliation, fixed assets management, bank relationship, VAT & tax declarations and statutory financial statements
* Collaborate with External Auditors for their audit of group and statutory annual accounts, and follow up on issues identified

**Planning processes/Business Support**

* Prepare yearly budget and present it to General Manager/Departmental Managers for validation, and thereafter present it to Commercial Finance
* Analyse and report to General Manager, Department Managers & Headquarters on budget deviations and forecast
* Provide information on revenues/cost and allocation criteria per customer
* Manage the analysis on current and future deals profitability (Business case Process)
* Cost controlling and incentives follow up responsibility

**Purchasing**

* Ensure Purchasing is carried out according to group procedures and to ensure a maximum return on capital
* Manage inventory levels of regularly used items, and detect supply needs
* Select vendors and negotiate prices and terms, taking into account customer needs and Amadeus policies and business practices

**Finance & Personnel Administration Functions (in consultation with HR Manager)**

* Manage monthly payroll administration, prepare contracts and benefits for new staff
* Assist, guide and motivate Finance team members in their assigned functions
* Ensure all the offices of the ACO are efficiently managed, and equal standards are met in all branch offices
* Management of budget and financial planning for area of responsibility
* Assist in conducting annual appraisal interviews

**Deputy Finance Manager (Operations)**

**PHC Motors Limited, Accra**

March 2008 – December, 2012

Key Roles and Responsibilities:

* Management of overall credit policy relating to vehicle purchase and routine maintenance.
* Management of foreign suppliers’ accounts and accounts receivables relating to spare parts and vehicles.
* Ensures monthly management accounts are ready for management and various stakeholders including the banks
* In conjunction with the deputy managing director manages the companies banking facilities.
* Management of all discounting cheques facilities ensuring that customers postdated cheques have been receipted
* Coordinate with the various banks in the issuance and establishment of documentary letters of credit, guarantees, bid bonds etc.
* Overseeing the running of vehicle operations departments regarding the delivery of vehicles to institutions, organisation and customers.
* Coordinate with the deputy managing director in the planning process of the budget/budgetary control
* Identify weaknesses in internal control systems and advise on corrective measures to management
* Liase with the external auditors in handling the audit of the company’s financial statements
* Assist the deputy managing director in managing the finance department.

**Audit Senior**

**Deloitte & Touche, Ghana Office, Accra**

Aug. 2006 - March 2008

Key Roles and Responsibilities:

* Had overall field responsibility for audit engagement
* Responsible for planning, developing and performing audit engagement
* Supervised field staff and prepares file for Manager/Partner review
* Prepared final draft audit summary reports, financial statements and management reports.
* Attended Board meetings with the Manager/Engagement Partner
* Prepared financial statement and management report for review by the senior, manager and the client lead partner.

**Senior Accountant**

**Deloitte & Touche, Ghana Office, Accra**

Dec. 2003 - June 2006

Key Roles and Responsibilities:

* Team leader co-coordinating with the seniors and Managers in-charge of the audit to properly and efficiently plan the audit
* Organise and coordinate the audit team ensuring the audit is conducted in accordance with the audit programs and relevant accounting standards
* Undertake review of organisations system of operation, plan, design and implement effective internal control procedures to strengthen the overall system.
* Performed substantive procedures including both substantive analytical procedures and test of details to test account balances.
* Supervised and coordinated all the management reports and prepared draft financial statements for review by the senior, manager and the client lead partner.

**Audit Assistant**

**Deloitte & Touche, Ghana Office, Accra**

June 1998 – Dec. 2003

Key Roles and Responsibilities:

* Documented various business cycles and performed test of controls to ascertain the reliability of the internal controls in place.
* Performed substantive procedures to test account balances.
* Prepared financial statement and management report for review by the senior, manager and the client lead partner.

**Audit Trainee**

**Asamoa Bonsu & Co (Chartered Accountants), Accra**

January 1998 - June 1998

Key Roles and Responsibilities:

* Writing books of accounts and preparing financial statements of small clients
* Auditing financial statements and undertaking investigation of small medium clients
* Writing management and audit reports
* Engaged in secretarial duties

**National Service**

**Nkwadum Primary School, Sefwi Wiawso**

***August 1991***

**EDUCATION**

**2021**: Chartered Institute of Taxation - Ghana, - Final Level 1: Papers to write

- Tax Audit and Investigation

- Oil, Gas and Other Mineral Taxation,

- International Taxation

**2008–2013**: University of Leicester, United Kingdom, MBA Finance

**2011:** The Association of Chartered Certified Accountants, *UK-*Fellowship Status

**2009:** Institute of Chartered Accountants (Ghana) – Member

**2006:** The Association of Chartered Certified Accountants (UK), Member

**2006:** The Association of Chartered Certified Accountants, UK–Affiliate

**1998 – 2003:** The Association of Chartered Certified Accountants-UK–Professional Part 2

**1994 – 1997**: Institute of Professional Studies, Accra *ACCA (Foundation Stage and part*

*of Professional Part 2)*

**1988 – 1990:**Ghana National College, Cape Coast , *GCE Advanced Level* Examination

**1987 – 1988:** Sekondi-Takoradi Workers College *(GCE Ordinary Level Examination)*

**1982 - 1987**: Fijai Secondary School (*GCE Ordinary Level Examination)*

**TRAINING PROGRAMS AND FACILITATION**

**Jul, 6, 2021:** Sensitisation Programme on Compliance with Internal Auditing and Reporting Requirements Under the PFM Act, 2016 (Act 921)

Venue: Anita Hotel, Ejisu, Kumasi

**Jan 18, 2021:** External Assessor in the search of Internal Auditor for St. Louis College of Education, Kumasi.

Venue: KNUST College of Engineering, Antarctic Boardroom

**Aug 5-9, 2019:** Ghana Integrated Financial Management Information Systems (GIFMIS), Training Workshop by National Council for Tertiary Institutions

**Dec 2019:** Workshop on Development of Risk Register

**2019** GAUA CPD Programme

**Nov 27-30, 2018**: Evolving Role of the 21st Century Accountant, Auditor, Finance Officer, Budget Heads & Cost Managers” Association of African Universities Secretariat, Accra-Ghana

**Oct** **9-12, 2018**: Facilitation of In-House Audit Staff Training on the Theme: “Practical Auditing in Computer Environment to achieve Audit Objective

**Aug 20-24, 2018:** 8Th Summer School. Improving Quality of Higher Education Through Effective Measurement and Evaluation. Organised by Quality Assurance and Planning Unit (QAPU), KNUST

**Feb 21-Mar 18**: Orientation Programme for Newly Appointed Deputy Internal Auditor, KNUST, Registrar – Staff Training and Development

**Jan 17, 2017**: Looking into 2017 Strategic tax and reporting issues – PWC Business School Kempinski Hotel Gold Coast City

**Aug 18-19, 2016:**IFRS and Financial Reporting for Insurance Companies Shortfalls in Financial Reporting by Insurers from the Regulators Perspective Royal Senchi Hotel –Akosombo, Accra.

**March 22, 2016:**The Income Tax 2015, Act 896, what has changed? Institute of Chartered Accountants Ghana – Movempick Hotel, Accra

**Oct** **2014:**Broll Ghana Limited. Training on both Business and Financial Site of Broll-on-Line - (In-House Software).

**Apr 24-26, 2013:**Finance Forum for AEMEA Region, by Amadeus IT Group, Madrid, Spain

**July 2011:**University of Leicester Summer School Workshop on Change Management, Leadership and Entrepreneurship, United Kingdom

**March 2010:**Fraud Awareness Seminar Organised by Standard Chartered Bank at Alisa Hotel, Accra

**February 2010:** Launching of the Barclays Integrator, Kofi Annan Conference Centre, Accra

**February 2009:** Foreign Exchange Act 2006(ACT 723), Seminar at Holiday Inn Hotel, Accra

**December 2007:** IAA Excellence Two-day Training on Generic Implementation of IFRS, Basel I and II Implementation, Accra

**December 2006:** Guiding Careers Training on Soft Skills in Improving Counselling Effectiveness, Deloitte & Touche Accra.

**September 2006:** Milestone 2 on Audit Approach Manual Akosombo – Accra

**July 2004**: IAA Update on New Deloitte at Miklin Hotel, Accra

**Sept.-Oct. 2003:**Milestone 1, onBusiness Environment and Testing of Controls**,** Mombassa, Kenya

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**January 2000:**Deloitte & Touche Training, Accra. AS2 Planning and Control

**January 1999**: Audit Systems 2. Basic Audit Procedures, Deloitte & Touche, Accra

**Jan –Aug 1995:** Internship. In charge of Store records of the bank. SG-SSB (Former Social Security Bank), Accra.

**PROFESSIONAL MEMBERSHIP**

* Student Member, Institute of Taxation Ghana – ***March 2021***
* Member, Audit Committee. Konongo-Odumasi Government Hospital, Konongo, Kumasi – ***April 24, 2019***
* Member, ICA KNUST South Society Branch - ***May 24, 2018***
* Member, Ghana Association of University Administrators (GAUA) - ***2018***
* Member, University of Leicester West African Alumni Branch - ***2012***
* Fellow, Association of Chartered Certified Accountants, UK – ***Nov 2011***
* ACCA Ghana Office Education and Training Committee Member – ***2010***
* Member, Institute of Chartered Accountants, Ghana – ***April 2009***
* Member, Association of Chartered Certified Accountants, UK – ***Nov 2006***
* Finance Committee of Chartered Certified Accountants Students’ Society in Ghana (CCASSIG) - (Chairman)- ***1996 to 1997***
* National Union of Ghana Students (NUGS) IPS branch Auditor, ***1997***

**INFORMATION TECHNOLOGY SKILLS & TRAINING**

* KNUST In-house accounting software – panacea, student information system (sis).
* GHNA integrated information system (GIFMIS).
* Broll-online – in-house reporting module for property management.
* SAGE ACCPAC accounting software - enterprise edition.
* Tally gold
* AS2 Software (Licensed Audit Software)
* Microsoft Word Suite (Word, Excel, PowerPoint and Outlook)

**REFEREES**

Mr. Daniel Bart-Plange

Internal Auditor

C/O Kwame Nkrumah University of Science and Technology (KNUST).

Kumasi

Email: [kwesifasl@yahoo.com](mailto:kwesifasl@yahoo.com)

Tel: + 233 (0) 245 393 432

Mr. Nicholas Tetteh

Internal Audit Manager

Ghana National Petroleum Corporation

PMB Petroleum House,

Tema

E-mail: [nicktetteh@gmail.com](mailto:nicktetteh@gmail.com)

Tel: +233 (0) 20-201 3770

Mr. Daniel Kwadwo Owusu

Country Managing Partner

Deloitte & Touche,

Off George Walker Bush Highway

P.O. Box GP 453

Accra

**Email**: [dowusu@deloitte.com.gh](mailto:dowusu@deloitte.com.gh)

Tel: + 233 (0) 501 323 230