**P. O. BOX U P 1031, KNUST KUMASI,**

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**CURRICULUM VITAE EMMANUEL EBO OCRAN**

**PERSONAL DATA**



Nationality: Ghanaian

Date of Birth: 1ST May, 1979

Profession: Senior Systems Analyst

Marital Status: Single

Languages: English, Twi, Fante

**EDUCATIONAL BACKGROUND**



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| MAY 2019 | ICA GH Part II  |   |
| JUN 2011 | Kwame Nkrumah University of Science and Technology, Kumasi, Ghana |
|  | MBA. Business Information Technology. |
| JUN 2004 | Kwame Nkrumah University of Science and Technology, Kumasi, Ghana |
|  | BSc. Computer Science. |
| **PROGRESSION** |  |
| AUG 2018 to Date | Senior Systems Analyst, Kwame Nkrumah University of Science and  |
|  |  | Technology, Kumasi, Ghana. |
| AUG 2013 to July 2018 |  Systems Analyst, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana. |
| SEPT 2005 to AUG 2013 |  Assistant Systems Analyst, Kwame Nkrumah University of |
|  |  | Science and Technology, Kumasi, Ghana. |

**POSITIONS / ROLES HELD**



**AUG 2020 – Date Head, Payroll, Finance Office KNUST**

Responsible for ensuring an efficient business process for the processing of salaries for over 4,000 Staff of the University. This involves the supervision of about 10 personnel and ensuring data accuracy and integrity through the use of Database management tools as well as advanced excel and Power BI. This also involves the management of third party payments as well as statutory payments. This also involves payroll accounting where the monthly payroll ledgers are reconciled and posted to the general ledger. Monthly Analysis of the Payroll using advanced excel tools which fetches data from the ERP and feeds Power BI to provide real time information for management decisions.

**AUG 2013 – July 2020 Head, Data Processing, Finance Office KNUST.**

Responsible for ensuring a state of the art IT environment, by recommending the appropriate software and hardware to ensure an effective and efficient operations of the finance office of the university. This was achieved through advanced systems analysis and the development of in-house software for some operations which integrated with the existing ERP of the finance office such as (Budgetary control System which feeds Power BI for providing real time information for management decisions. A technical advisor to the Finance officer.

**JUL 2013- Date Financial Coordinator, MasterCard Foundation Program at KNUST**

Responsible for the Preparation of Annual budget for approval by the Executive Advisory Board for onward submission to MasterCard Foundation in CANADA. Ensuring strict budgetary control by holding quarterly meeting with the MCF Secretariat, on budget and actuals and the discussion of variance through the use of Advanced excel and Power BI. The roles also involve financial management and financial reporting

**JUL 2007- AUG 2013 Head, Budget Section, Finance Office.**

Responsible for the Preparation of Annual budget of the University by designing tools for the collection of budget data across the University. Analysis of the data, forecasting through modelling, using advanced excel and Power BI for the consolidation of data. This also involved the holding strategic meetings with Management for decision making on appropriate student teacher ratios and thence the required personnel. This was done through the presentation of data forecasts using Power BI. The role also involved the designing of budgetary control tools.

**WORK EXPERIENCE**



NOV 2017 Team member for the determination of a standard salary matrix for the University for externally funded projects and the determination & justification of 35% fringe benefits.

JUL 2017 Member of the Mobile team for Public Universities towards the interfacing of Public Universities Payroll with the CAGD Payroll (IPPD2).

NOV 2016 Member and Liaison between the technical and management committees for the implementation of multipurpose card for staff and students.

MAY 2016 Team Leader for the development and implementation of a new Payroll System for the University and integration with the Human Resource Management and the Financial Management Systems.

APR 2016 Lead facilitator for the training workshop for payroll staff for the usage of the new payroll System.

MAR 2016 Defended and saved the University’s Payroll System before the Controller and Accountant’s General Department Technical Team, from being migrated onto the Government of Ghana’s Integrated personnel and payroll database (IPPD 2).

JULY 2015 Facilitator at the workshop for Principal Investigators on grants financial management information system.

JUN 2015 Team leader for the development and implementation of Grants Financial Management System.

NOV 2015

TO DATE Team member of Work Package IV of the Building Stronger Universities II & III Project for the development of Research management systems.

JUNE 2014

TO DATE Team member for the implementation and management of the University’s Financial Management System (PANACEA).

NOV 2014 Team member for the determination of an indirect cost rate for the University.

AUG 2014

TO DATE Finance contact person on behalf of Finance Officer at the OFFICE OF GRANTS AND RESEARCH

AUG 2014

TO DATE Finance contact person on behalf of Finance Officer for NORWEIGIAN (PGS)/NATIONAL INSTITUTE FOR MATHEMATICAL SCIENCES- SCIENTIFIC COMPUTING project.

AUG 2014

TO DATE Finance contact person on behalf of Finance Officer on the MasterCard foundation Scholar’s Scheme at KNUST (For the training of 700 needy but brilliant Scholars).

JAN 2013

TO DATE Technical Lead for the management of the Payroll management system of the University.

2008- 2014 Preparation of University Budgets with the Finance Officer for Budget Committee, Standing and Finance Committee of Council and the University Council.

APR 2013 Preparation of MasterCard foundation budget as part of proposal which won USD 20,000,000 for the training of 700 Brilliant but needy scholars over a 10-year period from 2014 to 2024.

MAR 2013 Presentation of 2013 Budget to Budget Committee and Standing and Finance Committee for onward submission to University Council for approval.

MAR 2012 Preparation of NIMS /PSG budget as part of the proposal which won USD 150,000 per year for three years, for the training of Masters and PHD Students in Scientific Computing.

**CONFERENCES / SEMINARS / WORKSHOPS ATTENDED**



JAN 2019

Faculty development seminar at Arizona State University as part of KNUST-ASHESI-ASU Partnership on the ASU 3+1+1 programme.

SEPT 2017

Co-Presenter with the Director of the Office of Grants and Research, on the developed indirect cost rate for the University to Researchers for their contributions towards institutionalizing the rate.

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| DEC 2016 | Hands-on Grant Financial Management training for researchers, |
|  | principal investigators, project leaders, project team members and |
|  | project finance officers. |
| April 2016 | Working Visit to Aalborg University – Denmark for the discussion of |
|  | grant management collaboration and broaden our understanding |
|  | of grants management and Information systems as a means of |
|  | capacity building in knowledge sharing, dissemination and |
|  | communication of the Building Stronger Universities II Project. |
| OCT 2015 | Refresher training of all finance office staff on the use of Panacea |
|  | Financial | Management Information System. |
| July 2015 | Facilitator at the Initial workshop with research administrators, |
|  | accounting staff and selected researchers to elicit feedback as part |
|  | of the development process for the development of Grants Financial |
|  | Management System. |
| NOV 2014 | Finance Office Retreat to discuss and the new accounting manual |
|  | for the University and to discuss the Financial Management System. |
| JUN 2014 | Training of all finance office staff on the use of Panacea Financial |
|  | Management Information System. |
| NOV 2012 | Workshop on the new Financial Management Information System |
|  | (Panacea) for the University. |
| OCT 2012 | Workshop on Budget and Budgetary Controls organized by the |
|  | Institute of Chartered Accountants Ghana. |
| AUG 2011 | Retreat for finance office personnel of public University’s organized |
|  | by KNUST Finance Office at Prampram. |
| DEC 2010 | Training in Advanced Excel for Financial Managers by Web and |
|  | Software. |  |
| OCT 2010 | Workshop Organiser for the training of the middle level Finance |
|  | Personnel at the Lake Side (Abono). |
| MAR 2008 | ICT Retreat (Using ICT to enhance teaching, learning and research, |
|  | Eusbett Hotel, Sunyani) |

**REPORTS, PAPERS, MEMORANDA**



JUL 2018 A Report to Finance Officer on Current State of the University’s payroll System.

JUNE 2018 Report to Finance Officer on the interfacing of KNUST’s Payroll system to the CAGD’s Payroll as directed by the Government.

JUNE 2018 Report to the Director, Office of grants and research on the current state of the grants management and Research Management Systems.

JAN 2018 Salary Matrix with Justification for Fringe Benefits.

APR 2018 Report on the current State of MasterCard Foundation to Donors.

NOV 2017 Memo on the posting of salary from the payroll system to all Account groups

on the financial management system.

OCT 2017 Proposal for the development of a travel system for KNUST.

AUG 2015 Proposal for the development of a new Payroll System.

NOV 2014 Report on the determination of indirect cost rate for the University.

MAR 2014 Memo for the development of an ERP for Finance Office.

**SKILLS**



I am proficient in the use of the following tools:

Microsoft Visual Studio 2017;

Microsoft SQL Server 2016,

 Microsoft Reporting Services,



 Microsoft Team Foundation Server 2013,



 Microsoft Office 2016 (Word, Excel, PowerPoint, Access, Visio)

Power BI



**REFREES**

1. Professor Robert Clement Abaidoo

Director Office of Grants and Research

KNUST

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1. Mr. Gabriel Ahinful Sam

Director of Finance

Takoradi Technical University

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