**CURRICULUM VITAE**

1. **PERSONAL DETAILS**

Name: George Effah Asamoah (FCCA)

Date of Birth: 17th October 1969

Nationality : Ghanaian

Sex: Male

Address: Finance Office, KNUST, Mobile 0246496461

Email: [geasamoah@knust.edu.gh/](mailto:geasamoah@knust.edu.gh/)[carppetto69@yahoo.co.uk](mailto:carppeto69@yahoo.co.uk)

Present Designation: Deputy Finance Officer

Personal goal:To use my knowledge, skills and creativity in accounting, audit and finance to contribute towards the achievement of Integrity and Stewardship of Resources for Ghana.

**2.0 EDUCATIONAL BACKGROUND**

(a)SCHOOLS ATTENDED

London College of Accountancy, UK 2004-2007

University of Hull, UK 2001-2002

University of Ghana, Legon 1994-1998

Presby Boys’ Secondary School, Legon 1991-1993

Sunyani Secondary School, Sunyani 1986-1991

(b) ACADEMIC QUALIFICATION

Master of Business Administration 2002

Bsc Administration (Upper Division) 1998

G.C.E ‘A’ Level 1993

G.C.E. ‘O’ Level (Distinction) 1991

(c) PROFESSIONAL QUALIFICATION

Institute of Chartered Accountants, Ghana (ICAG) 2013

Association of Chartered Certified Accountants (ACCA) 2007

**2.0 ADMINISTRATIVE/PROFESSIONAL EXPERIENCE**

* 1. **Deputy Finance Officer/Head, Students’ Finance**

**DUTIES**

* Liaison with Planning Unit for the maintenance of List of students admitted and enrolled by Schools/Faculties/Departments within the College.
* Ensuring the payment of fees and other charges including Academic and Residential User Fees (AFUF) by students.
* Maintenance of Students Financial Records.
* Administration of and accounting for the various annual grants to students by Scholarship Secretariat, viz.
* Project/Thesis
* Practical Training
* Field Trips
* Post-Graduate allowance
* Management of Students Accounts (Principal Signatory)

**3.2** POSITION

**Senior Accountant, Basic School, KNUST, August 2018 to date**

**DUTIES**

* Submission of Expenditure Returns to the Finance Officer;
* Preparation of Budget for inclusion in the University’s final budget to the government;
* Preparation of Procurement Plan to the Director of Procurement for inclusion in the University’s final Procurement Plan to the government;
* Preparation of end of year financial statements to the Finance Officer;
* Supervision of Accounting staff of the School; and
* Investment and management of Basic School’s liquid funds.

**3.3** POSITION

**Ag. College Finance Officer, College of Engineering, KNUST October 2016 to August 2018**

**DUTIES**

* Submission of Expenditure Returns to the Finance Officer;
* Preparation of Budget for inclusion in the University’s final budget to the government;
* Preparation of Procurement Plan to the Director of Procurement for inclusion in the University’s final Procurement Plan to the government;
* Preparation of end of year financial statements to the Finance Officer;
* Supervision of Accounting staff of the College; and
* Investment and management of the College’s funds.

OTHERS

Member, Laboratories Internally Generated Funds Committee

Member, Committee to Investigate the Activities of GESA

Member, Engineering Guest House Management Committee

Member, College Procurement Committee

Member, Congregation Planning Committee

**3.4** POSITION

**Senior Accountant, Institute of Distance Learning, KNUST October 2013 to September 2016**

**DUTIES**

* Submission of Expenditure Returns to the Finance Officer;
* Preparation of Budget for inclusion in the University’s final budget to the government;
* Preparation of Procurement Plan to the Director of Procurement for inclusion in the University’s final Procurement Plan to the government;
* Preparation of end of year financial statements to the Finance Officer;
* Supervision of Accounting staff of the Institute; and
* Investment and management of the Institute’s funds.

OTHERS

Member, Tuition Fees Collection Exercise Committee

Member, Tuition Fees Determination Committee

Member, Financial Efficiency Committee

Member, Food Vending Committee

Member, Committee for the preparation of policy framework for delivering IDL postgraduate programmes

**3.5** POSITION

**Ag. College Finance Officer, College of Architecture and Planning, KNUST October 2009 to September 2013**

**DUTIES**

* Submission of Expenditure Returns to the Finance Officer;
* Preparation of Budget for inclusion in the University’s final budget to the government;
* Preparation of Procurement Plan to the Director of Procurement for inclusion in the University’s final Procurement Plan to the government;
* Preparation of end of year financial statements to the Finance Officer;
* Supervision of Accounting staff of the College; and
* Investment and management of the College’s funds.

OTHERS

Facilitator/Resource person for Training Workshop on **Financial Management** organized by the Department of Building Technology, KNUST 14th-15th July, 2011

**3.6** POSITION

**Lecturer and Coordinator Commonwealth Executive Masters in Business/Public Administration KNUST-Accounting and Finance - January 2010 to January 2013**

**DUTIES**

* Preparation of slides for presentation on Accounting and Finance;
* Setting of examination questions for all centres in Ghana;
* Arranging for conference marking of examination scripts; and
* Compilation and final submission of exams results to the Dean.

**3.7** POSITION

**Accountant, Payables Section, Finance Office, KNUST, June 2008 to September 2009**

**DUTIES**

* Payment of University bills, both local and foreign
* Processing of staff claims for travelling
* Payment of examination expenditure
* Maintenance of schedule of rented houses for staff

**3.8** POSITION

**Part- time Lecturer, University College of Management Studies, Kumasi, January 2008 to August 2014**

**Subjects taught include:**

* Principles of financial accounting (1st and 2nd year BSc. Administration)
* Financial accounting (3rd year and 4th year BSc. Administration)
* Financial reporting (ACCA Part 2)
* Financial accounting (ACCA Part 1)
* Financial Accounting III( 4th Year)
* Public Sector Accounting(4th year)

**3.9** POSITION

**Assistant Internal Auditor, Internal Audit Dept. KNUST July, 2006 to June, 2008**

**DUTIES**

* Payroll checking for all scheduled areas-vacation of post, resignation, study leave;
* Checking to ensure that newly appointed staff is put on the right scale as directed by the registrar;
* Ensuring that employees on payroll are all at post, checking against attendance register, time book;
* Checking to ensure that deductions of car loans, building loans, fridge loans have been effected;
* Checking of vehicle and tools, stoppage of car maintenance allowance, off-campus allowance;
* Conducting of special investigations as and when necessary;
* Writing and updating of systems audit programmes;
* Implementation of annual departmental goals by setting performance targets with audit team leaders for each year;
* Organizing lectures for the audit team on current issues; and
* Prepare and submit assignment, quarterly and annual report.

**3.10** POSITION

**Customer Service officer, Tesco Stores Limited, UK, October 2000 to June, 2006**

**DUTIES**

* Handling irate customers
* Answering customer’s inquiries
* Issuing credits
* Invoicing
* Taking customers’ orders

**3.11** POSITION

**Accountant, Holy Family Hospital, Berekum, June 1998 to October 2000**

**DUTIES**

* Designing accounting system for the hospital;
* Monitoring internal controls within other departments;
* Preparation of annual budgets and cash flow forecast;
* Preparation of Cost and Management accounts for pricing and Management decisions;
* Liaison between the hospital bankers, including foreign accounts; and
* Preparation of quarterly and annual accounts for Management Board.

**4.0 EXTERNAL SERVICES**

**4.10 Member of Audit Report Implementation Committee, 2008 to 2016**

* Regional Coordinating Council, Kumasi
* Nkoranza South District Assembly
* Tano North District Assembly
* Asante Akim North Municipal Assembly
* Adansi North District Assembly

**4.11 Member, Audit Committee (Institute of Chartered Accountants Nominee)**

* Sunyani Technical University
* Onwe Government Hospital

**DUTIES**

* Ensure the implementation of the recommendations in all audit reports;
* Follow-up Auditor-General and Public Accounts Committee’s recommendations as well as recommendations in internal audit reports; and
* Provide advice to Management on risk management, internal controls and compliance with laws, regulations and ethical standards.

**4.12 OTHERS**

* + - Member, Governing Body of Berekum College of Education
    - Member, Technocrat Magazine Board 2008 to 2011
    - Member, Accra Guest House Management Board, 2018 to date
    - Resource Person, Training Workshop on Financial Management on BudgetPreparation organized by Dean of Students, KNUST 21st October 2011
    - Treasurer, GAUA, KNUST Branch, 2011-2014

**5.0 WORKSHOPS/CONFERENCES/SEMINARS ATTENDED**

* International Public Sector Accounting Standards, 25th-26th March 2009, Accra, Ghana, Institute of Chartered Accountants (ICAG)
* Attended various seminars/retreats organized by the Institute of Chartered Accountants (ICA -Ghana) and University Accountants. Areas covered included Public Procurement Act, Financial Administration Act, Value Added Tax (VAT), Understanding Budgets, International Public Sector Accounting Standards and Audit of Assets management and Procurement Systems.
* Workshop/Retreat by KNUST on the Public Procurement Act, Financial Administration Act, Value Added Tax, 18th-21st July 2008, Obuasi, Ghana
* Workshop/Retreat for University Accountants by KNUST on Understanding Budgets, 13th-17th May 2009, Obuasi, Ghana.
* Training in Audit of Assets Management and Procurement Systems by The Internal Audit Agency, Accra ,February 2008
* Participation in the procurement workshop for the staff of KNUST, August 2013
* Participation in the 1st International conference on infrastructure development in Africa, March 2012
* Participation in the 1st Summer school for senior members of KNUST, August 2011
* Participation in the 4th Summer school for senior members of KNUST, August, 2014
* Participation in the 5th Summer school for senior members of KNUST, August 2015
* Participation in the Higher Education Conference in Ghana organized by Vice Chancellors Ghana- Theme: Funding Public Universities in Africa- The New Paradigm 5-6 April, 2018
* Participation in the 8th Summer School for Senior Members, KNUST August 2018

**6.0 WRITTEN REPORTS, PAPERS, MEMORANDA AND PUBLICATIONS**

6.1Memorandum on the review of Academic Records Management Information System (ARMIS) in the collection of tuition fees and other charges, April 2018 submitted to Vice-Chancellor

6.2 Memorandum on the re-introduction of revenue audit by internal audit department: A means of preventing revenue leakage March 2018 submitted to Vice Chancellor

6.3 Memorandum on the internal control weaknesses and hospitality fraud: A case of College of Engineering Guest House, April, 2018 submitted to Provost, College of Engineering

6.4 Memorandum on the review of Salary Advances to staff at KNUST Basic School, November 2018 submitted to Head of Basic School

6.5 Report on the Selected Accountants on Internship programme at Ernst and Young, Chartered Accountants in Accra, April 2018 submitted to Vice Chancellor

6.6 Memorandum on the traffic congestion at the KNUST Basic School, October, 2019 submitted to the Registrar, KNUST

6.7 Impact of Inventory Management on Firm Performance: A case study of Listed Manufacturing Firms in Ghana, International Journal of Finance and Accounting, Vol. 7 No. 4, 2018, pages 83-96

6.8 Impact of project monitoring and evaluation practices on construction projects success in Ghana. EMERALDINSIGHT JOURNAL, March, 2019 (www.emeraldinsight.com)

6.9 Mergers and Acquisitions strategy of Ashanti Goldfields Company (AGC) (Unpublished Master’s Thesis, University of Hull, UK April 2002)

6.10 Application of investment appraisal techniques in decision-making- Unilever Company, UK ((Unpublished Master’s Thesis, University of Hull, UK April 2002)

**7.0 CERTIFICATE OF HONOUR**

Awarded the certificate of honour as Best College Accountant for excellent performance of duty for 2010

**8.0 COMPUTER SKILLS**

* Advanced use of Microsoft word and Excel
* Working use of Sage Accounting

**9.0 Competencies**

* Very fast in learning, results oriented, high quality performance within time
* Willingness to adapt to different environment and situation
* Ability and willingness to belong and work in a group

**10.0 HOBBIES**

* Watching Soccer
* Watching Boxing
* Travelling
* Teaching

**11. REFEREES**

* Mr Yaw Nimo-Baffour

Finance Officer

Finance Office,

KNUST KUMASI

Tel: 0205078334

* Mr. Daniel Bart-Plange

Internal Auditor

KNUST, KUMASI

Tel: 0277711974/0203113613

* Professor Joshua Ayarkwa

Former Provost

College of Art and Built Environment

KNUST, KUMASI

Tel: 0246010870