

ABRAHAM APPAU ACQUAH
MCILG (USA), CA (GH), MBA (KNUST), & BSC(KNUST)

C/o Kwame Nkrumah Univ. of Science and Technology
Finance Office
P.M.B
Kumasi.

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Nationality: Ghanaian, Date of Birth: 20/7/ 1986, Hometown: Larteh-Akuapim E/R

A. CAREER OBJECTIVE

To use my knowledge, skills, work experiences and creativity in finance, accounting, auditing, taxation and strategic leadership to contribute towards the achievement of efficient, economical and effective use of resources as a faithful Steward with integrity in Professional practices, and consulting.

B. PERSONAL STATEMENT

An influential and strategic leader, hardworking, dynamic, self-motivated, results-oriented, and very responsible team player who has a blend of academic and professional education to work and lead a team. I possess analytical skills to assess trends and patterns of situations and systems for efficiency and effectiveness.

C. KEY SKILLS AND COMPETENCES

- ❖ Influential leadership skills with Strong sense of responsibility;
- ❖ Advance knowledge in the application of Microsoft Excel, International Financial Reporting Standards (IFRS);
- ❖ An advanced working knowledge in the use of accounting packages such as SAGE, and Panacea;
- ❖ The ability to work with a team under pressure to meet strict deadlines with minimum supervision;
- ❖ Analytical skills in problem-solving with knowledge in trends and patterns analysis;
- ❖ communication and interpersonal skills;
- ❖ Appreciable IT skills with Certificate in Professional digital marketing.
- ❖ Negotiation skills

D. ACADEMIC QUALIFICATIONS

INSTITUTION	QUALIFICATION	YEAR
Kwame Nkrumah University of Science and Technology	MBA. Finance	2019
Kwame Nkrumah University of Science and Technology	BSc. Business Administration (Accounting)	2011
New Juabeng Senior High School-E/R	West Africa Senior Secondary Certificate Examination (Business)	2005
Presby Model Junior Secondary School	Basic Education Certificate Examination	2003

E. PROFESSIONAL QUALIFICATION

- ❖ Chartered Leader in Governance, Chartered Institute of Leadership and Governance, 2022
- ❖ Chartered Accountant, Institute of Chartered Accountants, Ghana-ICAG (November, 2021)
- ❖ Professional Digital Marketing Certification Program (2021)

F. MEMBERSHIP OF PROFESSIONAL BODIES

- ❖ Member, Chartered Institute of Leadership and Governance, June, 2022
- ❖ Member, Institute of Chartered Accountants Ghana-ICAG (March, 2022)

G. WORK EXPERIENCE

Organization: University Hall

Position: Hall Accountant

Duration: January, 2023– Date

Duties:

- ❖ Responsible for all financial and administrative advice to the Hall.
- ❖ Act as Secretary to the Hall Council and also attend all other meetings.
- ❖ In charge of preparation and supervision of financial statements of the Hall and comment on management report of External Auditors.
- ❖ Responsible for treasury management and investment decisions of the Hall.
- ❖ Oversight responsibility of the accounting functions of the Hall.
- ❖ Preparation of monthly Bank Reconciliation Statements of the Hall
- ❖ Preparation of monthly expenditure of the Hall
- ❖ Preparation of quarterly financial statements.
- ❖ Liaise with the Finance Office in respect of financial matters.
- ❖ Receipt, proper custody and accounting for all revenue, assets and all properties of the Hall.
- ❖ Responsible for budgeting and budgetary control and strategic decisions in respect of all the finances of the Hall.
- ❖ Submission of Mid-year budget review report to the Budget office
- ❖ Submission of the Budget Variance analysis report

- ❖ Responsible for financial and procurement matters in the Hall.
- ❖ Supervision of accounting and other staff in the Hall.
- ❖ Maintenance of proper records of income and expenditure, assets and liabilities and report periodically on the finances of the Hall to the Finance Officer.
- ❖ Ensure proper records and update of all assets in the asset register.
- ❖ Attending periodic meetings of the Finance Office.
- ❖ Any other function as may be assigned by the Finance Officer as well as the Hall Master

Organization: University Health Services

Position: Principal Accounting Assistant

Duration: August, 2020– 2022

Duties:

- ❖ Review payment request letters for payments to Suppliers and Staff
- ❖ Commit all payment request for Budgetary control
- ❖ Process payments requests
- ❖ Process Monthly Salaries for Hospital Casual and contract staff
- ❖ Process payments for Locum Doctors and other specialists
- ❖ Supervise treasury transactions
- ❖ Prepare monthly expenditure returns to Main Finance Office
- ❖ Writing of Bank request letters for Bank Statements and others
- ❖ File online monthly tax returns to GRA and SSNIT
- ❖ Occasionally represented the Senior Accountant at Mini-Tender Committee meetings at the Hospital
- ❖ Assist in annual stock taking at the Hospital for Drugs and Non-Drugs stores
- ❖ Assist in preparing Bank Reconciliation statements
- ❖ Assist in Final Accounts Preparation
- ❖ Assist in answering External Audit Queries.

Organization: Payroll -KNUST Finance Office

Position: Principal Accounting Assistant

Duration: August, 2016 – July, 2020

Duties:

- ❖ Ensured that legitimate Permanent Senior Staff are on the Payroll of the University by periodically checking of the PAYMASTER;
- ❖ Ensured that appropriate basic salaries and allowance are paid to qualifying Senior Staff;
- ❖ Filing of online SSNIT reports for casual and temporary staff,

- ❖ Reviewed of loan request forms to ensure borrowers do not fall below the credit rate,
- ❖ Assisted in supervision and training of Service personnel and new Staff assigned to Payroll,
- ❖ Assisted in rectifying any anomalies in the payroll system specially those affecting Senior Staff
- ❖ Trained and supervised national service personnel and new staff on KNUST PAYMASTER Software assigned to me.
- ❖ Assisted the Head during External Auditing of Payroll.

NOTABLE CONTRIBUTIONS AT PAYROLL

- ❖ Designed an Excel Template which I used to process casual and temporary staff salaries to replace the manual processing done on A4 sheet;
- ❖ Introduced an Excel Template to record various deductions such as Association dues, welfare, Banks and other financial deductions to replace manual record keeping.

Organization: College of Engineering

Position: Senior Accounting Assistant (Projects Accounts)

Duration: September 2013, – July, 2016

Duties:

- ❖ Maintained Donor Funded Projects Accounts:
 - The Energy Centre (19) Donor funded Projects with cedi, Euro & Dollar Accounts
 - TCC (5) Donor Funded Projects with Cedi& Dollar Accounts
 - SNOWS Project with Cedi & Pounds Accounts
 - WASCAL Project with cedi & Euro Accounts
 - SMART SANITATION Project with Cedi & Dollar Accounts
 - Departmental Service Production Accounts
- ❖ Assisted in the financial management of all donor funded projects within the College of Engineering;
- ❖ Liaised with internal and external auditors for auditing Projects Accounts;
- ❖ Maintained Register for Projects Assets;
- ❖ Assisted Project Coordinators in Preparing Projects Budgets;
- ❖ Preparation of Reconciliation and financial statements of donor funded projects to be submitted to Funders;
- ❖ Provided sound financial management and engaged with students, researchers and partners for the smooth running of project activities;
- ❖ Processed Monthly Salaries for college Casual and contract staff on Donor funded Projects

- ❖ Payment of Stipend to Projects sponsored Students;
- ❖ Trained and supervised national service personnel and new staff on financial management and Financial Reporting. Also trained Students from KNUST Business School on Best Accounting Practices.

Organization: Payables-KNUST Finance Office

Position: Senior Accounting Assistant

Duration: February 2013 – August 2013

Duties:

- ❖ Preparation of bank reconciliation statements for Production Units Accounts;
- ❖ Kept Special Advance register;
- ❖ Processed imprest for the various units that access fund from the Main Finance Office;
- ❖ Processed payments to suppliers and staff;
- ❖ Performed other duties as assigned by the Head of Payables

Organization: Payables-KNUST Finance Office

Position: National Service Personnel & Contract Staff

Duration: September 2011 - February 2013

Duties:

- ❖ Assisted in preparation of bank reconciliation statements for Production Units Accounts;
- ❖ Assisted in keeping the Special Advance register;
- ❖ Processed of imprest for the various units that access fund from the Main Finance Office;
- ❖ Assisted in processing payments to suppliers and staff;
- ❖ Assisted administrative work at the Finance Officer's office as a contract staff

Organization: Department of Urban Roads, Koforidua-E/R

Position: Internship

Duration: May, 2009 - 7th August 2009

Duties:

- ❖ Prepared Payment Vouchers
- ❖ Prepared Cash Book and Bank Reconciliation Statement
- ❖ Prepared Contract Register
- ❖ Assisted in other related Accounting Documentations

Organization: Suhum Kraboa Coaltar District Assembly

Position: Internship

Duration: June- August 2008

Duties:

- ❖ Prepared Payment Vouchers
- ❖ Assisted to Prepare Cash Book and Bank Reconciliation Statement
- ❖ Assisted to Prepare Assets Register
- ❖ Assisted in filling Accounting Documentations

H. LEADERSHIP POSITIONS HELD

- ❖ **Vice President**– Senior Staff Association –Universities of Ghana (SSA-UoG), **KNUST (2018-Date)**
- ❖ **Vice Chairman** – Adult Sunday School Committee, KNUST Presbyterian Church (2020 - Date)
- ❖ **Chairman** – **National** Constitution Review Committee, SSA-UoG National (2020)
- ❖ **Chairman** – Local Constitution Review Committee, SSA-UoG, KNUST (2019)
- ❖ **Chairman** – GRASSAG Audit Committee, KNUST, (2018/2019 Academic Year)
- ❖ **Chairman** – Audit Committee, Youth Ministry-KNUST Presby Church, (2015/2016)
- ❖ **Chairman** – Mission & Evangelism Committee-KNUST Presby Church, (2014-2016)
- ❖ **President**– Business Club, New Juaben Secondary School, Koforidua-E/R, (2004/2005)
- ❖ **Assistant School Prefect**- Presby Model School, Suhum-E/R (2001/2002)
- ❖ **School Prefect**-United Primary School, Nankese-E/R (1998)

I. UNIVERSITY BOARDS, AND COMMITTEES

- ❖ Member of a committee to investigate allegation of misconduct as set up by the Registrar on behalf of the Vice Chancellor, 17th August, 2022.
- ❖ Member of University Welfare Services Board, KNUST (2018-2020)
- ❖ Member of University Health Services Board, KNUST (2020-Date)
- ❖ Member Community Centre Committee, KNUST (2020-Date)
- ❖ In attendance of 5th Meeting of the College Junior/ Senior Staff Promotions Sub-Committee- College of Science, KNUST (2019)
- ❖ In attendance of 91st, 94th, 99th &100th Meeting of the Senior Staff Appointments and Promotions Committee-Main Administration, KNUST (2019&2020)

J. CONFERENCES, SERMINARS AND WORKSHOPS ATTENDED

- ❖ Actively participated in ICAG Virtual CPD on Change Management and Organizational Culture on Thursday, 12th h May, 2022 Continuous Professional Development (CPD) workshop
- ❖ Actively participated in ICAG Virtual CPD on IFRS Updates on Thursday 30th h June, 2022
- ❖ IPSAS Implementation Training by PwC Business School, Ghana @ KNUST-September,2020

- ❖ Improving Quality of Higher Education Through Effective Measurement and Evaluation (8th KNUST Summer School Workshop) – August 2018
- ❖ Continuous Professional Development (CPD) workshop series on “Unionism, the practice in Ghana’, Building a Strong Union, what it takes to make it happen’ University of Cape Coast, November 3, 2018.
- ❖ Technology, Manpower and Development (7th KNUST Summer School Workshop) – August 2017
- ❖ Building Stronger Universities (BSU III)/ Office of Grants and Research- November, 2015
- ❖ Financial Training on USAID Compliance and Financial management, Pretoria, South Africa, February 4-5, 2015
- ❖ Sustainable Development of Tertiary Institutions in Ghana amidst Economic and Security Challenges’, KNUST August, 2015
- ❖ Management of Research Projects Training, Office of Grants and Research, KNUST, July, 2014.
- ❖ Facilitator during the Workshop on Consortium Development, KNUST- August, 2014.
- ❖ Practical Accounting Training for Senior and Junior Staff, KNUST-May, 2014.
- ❖ Advancing Science and Technology through effective Communication, KNUST-August, 2014
- ❖ Lean Management Systems and Creating Customer value/ Satisfaction, KNUST-September, 2013.

K. NEGOTIATION MEETING

- ❖ Appointed as part of the Negotiation Team for Senior Staff Association Universities of Ghana to negotiate with Fair Wages and Salaries Commission of Ghana in Accra, 17th May, 2022.

L. PRESENTATIONS MADE

- ❖ Bismark Owusu Adu, Ellen Awotwi, **Abraham Appau Acquah** (2022), “Digital filling of returns and payment of Tax: KNUST as a withholding Agent”. Memo submitted to the Finance Officer, KNUST.
- ❖ Presentation on Sustainability of Internally Generated Funds: The Case of Treasury Management at KNUST, MBA FINANCE Thesis submitted, 2019.
- ❖ Presentation on Grants Management at College of Engineering to KATHMANDU UNIVERSITY TEAM OF NEPAL under Building Stronger Universities (BSU III)/ Office of Grants and Research, KNUST 25TH November, 2015
- ❖ Presentation on Grants Management at College of Engineering, USAID sponsored Training- Pretoria, South Africa 4-5TH February, 2015

- ❖ Presentation on accounting procedures and practices in the public sector: a case study of Kumasi Metropolitan Assembly, Bsc Accounting thesis submitted, KNUST,2011

M. SOCIAL, COMMUNITY AND OTHER EXTERNAL SERVICES OFFERED

- ❖ **Member**, National Executive Council, Senior Staff Association-Universities of Ghana (2018-Date)
- ❖ **Peer Counselor**, Counseling Unit –Office of the Dean of Students, KNUST (2010/2011)
- ❖ **Member**, KSB TRATEC Committee, KNUST (2010)
- ❖ **Financial Secretary**, Scripture Union, New Juaben Secondary School (2004/2005)

REFEREES

Name: Mr. Richard Yankyerah

Position: Senior Accountant

Place of work: University Health Services, KNUST

Telephone Number: 0243255037

Email: richardyankyerah1986@gmail.com

Name: Mr. Bismark Owusu Adu

Position: Accountant/ Head

Place of work: Payables Main Adm, KNUST

Telephone Number: 0207278020

Email: bismarka30@gmail.com

Name: Dr. Charles Nsiah

Position: Deputy Finance Officer

Place of work: College of Health Science, KNUST

Telephone Number: 0541139959

Email: cansiah@yahoo.com

Name: Prof. K.O Appiah

Position: Head of Accounting and Finance Dept

Place of work: Business School, KNUST

Telephone Number: 0501057153

Email:

Name: Rev. Prof. Charles Ansa

Position: Former Pro-Vice Chancellor, KNUST & Associate Minister, Presby Church, KNUST

Place of work: Pharmacy Dept, KNUST

Telephone Number: 0243382661