

# **CURRICULUM VITAE (CV)**

## **AGYEI KWABENA JUNIOR**

**BSc, MSc, CA**

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### **PROFILE:**

I am hardworking, ambitious and self-motivated. I am proactive, passionate and committed to increasing my capacity to deal with fast-changing and complex situations while inspiring confidence in those around me. I am a young professional Accountant with good communication skills, good knowledge of accounting and financial management and good analytical skills.

### **EDUCATIONAL QUALIFICATIONS:**

### **YEAR**

**Kwame Nkrumah University of Science and Technology, Kumasi**

**2021**

**MSc Finance**

**Kwame Nkrumah University of Science and Technology, Kumasi.**

**2015**

**BSc. Business Administration (Accounting)**

**(First Class Honours)**

**Opoku Ware Senior High School, Kumasi.**

**2011**

**(Distinction in WASSCE; 6As)**

### **PROFESSIONAL QUALIFICATIONS**

**Member, Institute of Chartered Accountants, Ghana (ICAG)**

**2019**

**Final Examination Certificate, (ICAG)**

**2017**

## **WORK EXPERIENCE:**

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

**Position: Assistant Accountant, Institute of Distance Learning, January 2022 to Date**

### **Duties:**

- Preparation of monthly, quarterly and year-end financial statements.
- Preparation of monthly income and expenditure returns for submission to relevant government agencies.
- Implementation and monitoring of proper accounting systems (electronic or otherwise) for recording of all financial transactions and property of the Institute in accordance with relevant accounting standards (IPSAS and IAS).
- Preparation of the annual budget in line with the strategic objectives of the Institute.
- Implementation and Monitoring of policies relating to accounting, financial management and controls in the Institute.
- Maintaining and updating of the ledgers and certifying all journals to ensure that ledgers are free from errors.
- Liaising with the University external auditors in the course of their audit and responding to auditors' queries
- Preparation of annual procurement plan for the Institute and ensure compliance with Public Procurement Act 2003, (Act 663) as amended with (Act 914)
- Review of monthly reconciliation statements.
- Attend all meetings required of the Institute Finance Officer in his absence.
- Review of monthly casual staff payroll and ensure prompt payment of statutory deductions.
- Train and supervise new staff and national service personnel especially on KNUST financial management Information System (PANACEA).
- Other duties and responsibilities as assigned by the Finance Officer of the Institute.

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

**Position: Senior Accounting Assistant, Institute of Distance Learning, August 2019 to December 2021**

**Duties:**

- Preparation of monthly, quarterly and year-end financial statements.
- Preparation of monthly income and expenditure returns for submission to relevant government agencies
- Ensuring that proper records are kept on all Institute property, plant and equipment, inventory and other financial valuables in the register.
- Preparation of monthly reconciliation statements.
- Preparation of budget in line with the strategic objectives of the Institute.
- Other duties and responsibilities as assigned by Finance Officer of the Institute.

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

**Position: Senior Accounting Assistant, College of Agriculture and Natural Resources, November 2016 to July 2019**

**Duties:**

- Preparation of financial statements
- Preparation of reconciliation statements
- Preparation of payroll for casual staff
- Preparation of budgets
- Preparation of projects financial reports to Donors

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

**Position: National Service Person, College of Agriculture and Natural Resources, September 2015 to August 2016**

**Duties:**

- Preparation of payment vouchers
- Preparation of monthly bank reconciliation statements

- **Multi Credit Savings and Loans Limited.**

**Position: Intern, Roman Hill Branch, June 2015 to August 2015**

**Duties:**

- Authentication of field cashiers' transactions during the previous day.
- Verification of customers passbooks in line with their actual accounts at the office.

**UNIBANK GH Limited**

**Position: Intern, Suame Branch, June 2013 to August 2013**

**Duties:**

- Authentication of bank tellers' transactions during the previous day.
- Maintenance of internal staff bonus and welfare contributions ledger.

**KEY SKILLS**

**Information Technology:** Appreciable working knowledge in MS Office- Word, Excel and PowerPoint

**Accounting Software:** Excellent knowledge in KNUST Financial Management Accounting Software- PANACEA

**Communication:** Very good both verbal and written

## **CONFERENCES/SEMINARS/WORKSHOPS ATTENDED**

2022 Accountants' Conference – 'Accountancy and Accountability, Transforming Africa's Economies' May 25-26, 2022

9<sup>th</sup> KNUST Summer School – 'SDGs and Universities: Actions Towards KNUST's Mandate at 70 and Beyond' August 31-Sept 3, 2021

2021 Accountants' Conference – 'Business Continuity and Sustainable Development: 'The Role of Technology' May 26-27, 2021

Grants Accounting Management System. BSU III and OGR, KNUST. April 15-16, 2021

International Public Sector Accounting Standards Workshop for KNUST. PricewaterhouseCoopers (PWC) Ghana. September 14-25, 2020

Grants Financial Management and Reporting for Accountants. BSU III and OGR, KNUST. October 22-24, 2019

8<sup>th</sup> KNUST Summer School – 'Improving Quality of Higher Education Through Effective Measurement and Evaluation' August 20-24, 2018

7<sup>th</sup> KNUST Summer School – 'Technology, Manpower Training and Development' August 21-25, 2017

Best Practices in Grant Financial Management. BSU II and OGR, KNUST. Jun 2017

4<sup>th</sup> Young Professionals Transformational Leadership Conference – 'Transformational Leadership: The Key to Success in the 21<sup>st</sup> Century Technology. October, 2012

Mastering The Critical Job Interview Questions and Answers. HIPAG. March 23-24, 2015

## **AWARDS/ACHIEVEMENTS, LEADERSHIP & OTHER ACTIVITIES**

**Member, Committee to develop a succession plan for finance office.** Currently serving as a member on the committee to establish a system of mentorship and succession planning for the finance office.

**Finance Office Coordinator, KNUST Staff Wellness**

**Member, Committee on E learning Expansion Project.** Currently serving as the finance representative on the committee to oversee the proposed expansion of the E learning centre of the Institute of Distance Learning (IDL)

**Member, Subcommittee on Revised KNUST Accounting Policies and Procedures Manual.** Served as a member of the committee that successfully reviewed key chapters on the revised KNUST Accounting Policies and Procedures Manual

**Member, Committee on IDL Payment Rates.** Served as a member of the committee that successfully reviewed the IDL payment rates and provided sound justifications for each rate.

**Member, Audit Committee - GRASAG (2019-2020)**

**Most Dedicated Member, Miracle Grace Chapel Youth.** Award in recognition of distinguished performance and dedication in the year 2018.

**President, KNUST School of Business (2014-2015)**

**Member, Organizing committee, KNUST School of Business (2013-2014)**

**House Prefect, Opoku Ware Senior High School (2010-2011)**

**House Sports Prefect, Opoku Ware Senior High School (2009-2010)**

**Vice President, Child's Right International, Opoku Ware High School (2009-2011)**

**Financial Secretary, Miracle Grace Chapel Youth (2014-date)**