

PROSPER OSEI AGYEMANG

Ghana - Kumasi, Adum12283 ♦ Cell: 0242020193 ♦ prosper.oseiagyemang@yahoo.com ♦ Skype: prosipa1986

Accountant/Finance Manager/Finance and Budget Officer for Organizations

Strategic Planning | Accounts | Finance | Budget | Operations | Audit

- ♦ Highly motivated Accounting professional and operations executive with a proven track records in Educational and NGO Sector.
 - ♦ Seasoned professional with Master of Science in accounting degree, very good understanding of financial concepts as well as USAID rules and regulations.
 - ♦ Ability to use accounting software's such as QuickBooks, Topaz, Sage Pastel and Proficient in Microsoft.
 - ♦ Excellent communicator with strong inter personal focus and reliable team player.
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PROFESSIONAL EXPERIENCE

PROJECT ACCOUNTANT – USAID RESILIENCY IN NORTHERN GHANA (RING) PROJECT, TAMALE - February, 2015 to present.

SUMMARY OF RESPONSIBILITIES

- ♦ Provides accounting, administration and financial services for the project in the areas of disbursement, financial records keeping, financial reporting, budgeting and monitoring.
- ♦ Lead project accounting responsibilities in compliance with USAID Rules and Regulations.
- ♦ Manage and supervise the project bank accounts, petty cash, accounting for all payments and receipts as well as reconciling the bank accounts on monthly basis.
- ♦ Preparation of annual project activities budget and budget variances report write up.
- ♦ Preparation of vendor's payments and preparation of modification to justify discrepancies in purchase orders and vendors invoices when necessary.
- ♦ Preparation of Consultants and staff payroll and any other statutory deductions.
- ♦ Review advances to project staff when travelling and follow up on travel expense claims within three days of their returns for easy liquidation and reconciliation of employee's accounts receivable
- ♦ Post the financial transactions data into an appropriate accounts codes in QuickBooks software with reference to approved vouchers.
- ♦ Ensuring timely payment of statutory deductions

FINANACE MANAGER FOR GHANA TELECOM UNIVERSITY COLLEGE, KUMASI CAMPUS - Jan, 2011 to Jan, 2015.

- ♦ Prepared capital and operating budget and present to the Board

- ◆ Prepared monthly staff payroll and part time lecturer's allowance
- ◆ Prepared annual performance plan and quarterly quality assurance report
- ◆ Provided strategic management decisions on financial activities
- ◆ Ensured prudent use of resources of the university and ensure value for money
- ◆ Maintained appropriate assets and inventory register for audit purposes
- ◆ Prepared and reviewed of bank reconciliation statements
- ◆ Facilitated procurements of goods and services.
- ◆ Prepared statutory deductions and liaising with Regulatory Authorities
- ◆ Generation of quarterly expenditure reports to the various departments.

EDUCATION

- ◆ Master of Science in Accounting, Kwame Nkrumah University of Science and Technology - Ghana
- ◆ Institute of Chartered Accountant (ICA, Ghana) – Part Two
- ◆ Bachelor of Science in Administration Accounting option, University of Education - Ghana
- ◆ Higher National Diploma in Accounting, Kumasi Polytechnic - Ghana

WORKSHOPS & TRAINING ATTENDED

- ◆ USAID Rules & Regulations: Grants & Cooperative Agreements – Organized by INSIDE NGO
- ◆ Procurement Planning & Execution : USAID Grants & Cooperative Agreements – INSIDE NGO
- ◆ Conservation Agriculture - The Howard G. Buffett Foundation
- ◆ QuickBooks Accounting Software and Sage Simply Accounting

LEADERSHIP EXPERIENCE

- ◆ *Liberty Hall President, Kumasi Polytechnic, Kumasi, Ghana, From 2010 to 2011*
- ◆ *Member of Student Representative Council, Kumasi Polytechnic, Kumasi, Ghana, From 2010 to 2011*

REFEREES

NAME	POSITION	ORGANISATION	E-MAIL ADDRESS
Isaac Temeng	Finance Manager	USAID – RING Project	itemeng@globalcommunities.org
Dr. Awunyo Dadson	Director	Institute of Local Government	awunyovitor@gmail.com