

**CURRICULUM VITAE**

**SIERRA LEONE, PWD KISSY.**

**MOBILE: +23276172015/+23288861791**

**ROLE PURPOSE:**

The purpose of this role is to support the Country office Finance team within the financial operation function that will enable the team to deliver efficient and compliant financial management support to the entire country program.

The Financial Accountant will primary aim to ensure that disbursements made to partners, suppliers and staffs are initiated by an appropriate source document and authorized and approved by Budget Holders within the Scheme of Delegation. Checks and ascertain the accuracy and validity of documents against SCI policies and procedures that expenditures incurred are allowable, allocable and reasonable; ensure that withholding tax and other statutory deductions are deducted from suppliers; management of the general ledger, journal entries, payroll, payables and balance sheet analysis. ensure all payments are processed as per SCI financial guidelines, regulations and internal financial controls relating to disbursements in an efficient and effective manner.

Email: mohamedamadu.bamba@yahoo.com

**PERSONAL DETAILS**

Sex : Male

Nationality : Sierra Leone.

Date of Birth : 07/03/1991

Language Known : English (Excellent).

**JOB OBJECTIVES**

To be able to join an organization where the knowledge acquired through educational and experience may be applied, share and further enhance not only for personal growth but also for the fulfillment of the company.

**QUALIFICATION**

* Bachelor’s Degree in Accounting and Finance
* Master’s in Education **ACTIVE**)
* Diploma in Human Resources
* Certificate in Procurement and Logistics and Entrepreneurship
* Certificate in Informatics and Computer Basis
* West Africa Senior Secondary Certificate Examination (WASSCE)

**WORK EXPERIERNCE:**

**WORKED AS FINANCE OFFICER IN SIERRA LEONE (2021-ACTIVE)**

 **SAVE THE CHILDREN INTERNATIONAL**

**KEY AREAS OF ACCOUNTABILITY:**

**MONTH END FINANCIAL REPORTING**

* Prepare GLACOS files and forward to the Field finance manager for upload of expenses
* Review advances and accountabilities to and from staff to ensure the internal controls are upheld consistently
* Monthly reconciliation of staff advances accounts
* Review payment vouchers within the office in the absence of a Field Finance Manager (FFM)
* Prepare and reconcile the withholding tax schedule for the office within the month and submit to the Country office every month
* Management of the general ledger, journal entries, payroll, payables and balance sheet analysis.

**SHARED COST ALLOCATION METHODOLOGY (CAM) ACCOUNTING AND PERIODIC REVIEWS**

* Advise staff over the appropriate costs that go through the shared SOF and how the direct costs are charged to the awards directly
* Review the transactions in the shared SOF on weekly basis and make appropriate accounting entry adjustments to that effect where necessary
* Liaise with the FFM over any issues that require changes within the office to enhance the accuracy of the cost Allocation methodology within the office.

**MOHAMED AMADU BAMBA**

**Email: mohamedamadu.bamba@yahoo.com**

**MANAGEMENT ACCOUNTING SUPPORT TO BUDGET HOLDERS/PROJECT MANAGERS**

* Work with the project managers whenever appropriate to prepare CAM compliant budgets
* Support project managers in extracting periodic budget Vs Actuals reports for the various projects to ad their reviews and decision making
* Make necessary adjustments from the reviews done by project managers/Budget holders within the month when the review was done
* Build the capacity of project managers/Budget holders to be able to review, interpret and make relevant decisions about the budget performance of the grants they manage within the timelines set by the Sierra Leone Country office.

**PETTY CASH MANAGEMENT**

* Maintain petty cash
* Pay cash
* Write payment vouchers
* Prepare journal files for the cash payments made during the month

**MOBILE MONEY ACCOUNT MANAGEMENT**

* Initiate or review Mobile money payments in the Orange Money platform
* Reconcile the Orange Money payments, transfers and charges within the month to the general ledger
* Advise staff over the necessary support and controls required for the effective operation of the office mobile money wallet
* Ensure there’s adequate cash in the MM wallet for operations in the office all through the month.

**BANK AGENT**

* Cash cheques
* Deposit cash
* Deliver/collect instructions
* Prepare deposit journals for any deposits made during the month
* Make monthly bank reconciliation of the bank account(s) to the general ledger

**MANAGING FILING SYSTEM**

* File documents in a manner that enables easy retrieval of documents and filing back.
* Create filing space
* Support the staff in charge of the warehouse in monitoring storage facilities and the controls and reconciliations within the warehouse

**DISBURSEMENTS THROUGH BANK**

* Upload verified and approved payment requests for suppliers, service providers to the banking platform and follow up with the signatories to ensure approval is made on time.
* **WORKED AS PROCUREMENT OFFICER IN SIERRA LEONE (2019- 2020 December)**

 **SAVE THE CHILDREN INTERNATIONAL**

 **SPECIFIC RESPONSIBILITIES**

* Implement Procurement as Per Approved Save The Children International Guidelines, Procedures and Forms.
* Check the availability and prices of requested items in the local market; liaise with Country office if procurement must be conducted there.
* Maintain and regularly update the price list.
* Maintain and regularly update current supplier database.
* Maintain, keep up-to-date and share a weekly procurement tracker, showing the current status of the requested items and the date which, they are expected to be supplied to the projects
* Organize collections of required numbers of quotes for all relevant procurements
* Advises the Budget holder on contract allocation if relevant. Call for procurement committee meetings, take notes and documents the decision-making process.
* Drafts POs according to Procurement committees’ proceedings for Review of relevant manager and submits for Budget holder approval
* Collate all payment file and submit to LM for check before submission to Budget holder and finance payment
* Prepare monthly summary reports on the procurement, identifying problems in operations and solutions proposed.
* Oversee all arrangements for meetings and conferences as required, ensuring these are delivered to a high quality and cost effectively
* Line manage (eventually) all procurement assistants under supervision of the position by managing performance on an on-going basis
* Manage supplier’s relationship up to delivery of goods / completion of service
* Follows up with Finance office on outstanding payments files. In liaison with the Logistics Coordinator Trouble-shoot file incompleteness and/or inconsistencies.
* Maintains and keep up-to-date a hard documentation filling system for procurement files allowing easy reference for audit purpose.
* Comply with all relevant Save the Children policies and procedures with respect to child protection, code of conduct, fraud, health and safety, equal opportunities and other relevant policies
* Work in close collaboration with the finance and administration departments to ensure effective operations and strong team spirit
* Carry out any other tasks required by the line manager in line with job description and capacity development plan.

**WORKED AS A RESEARCH ASSISTANT FOR ACCOUNTING SUBJECT IN SIERRA LEONE 11TH OF JUNE 2017 TO 2019 DECEMBER. AT THE INSTITUTE OF ADVANCED MANAGEMENT AND TECHNOLOGY**

 **NOW UNIVERSITY OF MANAGEMENT AND TECHNOLOGY UNIMTECH)**

 **DUTIES AND RESPONSIBILITIES:**

* Assigned to lecture diplomas, higher national diplomas and degree year one with the supervision of heads of departments and senior lecturers.
* Assist heads of departments and senior lecturers in all academic activities.
* Responsible for filling in and out departments and correspondence from time to time and updating lecturers and heads of departments with emerging issues.
* Serve as departmental secretary during meetings, reading, minutes and agendas.

**COMPUTER KNOWLEDGE**

* Microsoft office 365.
* Word, excel, power point, Outlook.
* Send emails and receive emails.
* Microsoft Teams
* Computer literate (i.e. WORD, advanced Excel, Outlook, Internet Explorer, financial systems such as AGRESSO

**HOBBIES**

* Reading Books, Journal, Poem and Newspapers
* Playing football and Watching Games.

**REFEREES**.

* **DAUDA SHERIFF**

Partnership Finance coordinator at Save the Children International

Contact: 0023276581935

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* **HALIMATU SIAKA**

Procurement Coordinator at Save the Children International

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* **PROFESSOR ROSALINE EMEH UYANGA**

Vice Chancellor at the University of Management and Technology (UNIMTECH)

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