

**STEPHEN YAW NTIAMOAH, CA, CPFA**

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SUNYANI

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I am an energetic and confident young man, cheerful, enthusiastic and exceptional in ability with a flexible approach and a positive attitude, dedicated and motivated with good interpersonal and communication skills. I am also flexible in approach, enjoy work and committed to high standards.

**PERSONAL INFORMATION**

Hometown: Adugyama – Ahafo -Ano South East District

Nationality: Ghanaian

Gender: Male

Language spoken: English and Asante Twi

**EDUCATIONAL BACKGROUND**

<b>SCHOOL</b>	<b>YEAR</b>	<b>CERTIFICATE</b>
Catholic University College of Ghana	2015-2017	MBA (Accounting)-Distinction
Institute of Chartered Accountants -Ghana	2010- 2013	Chartered Accountant
Kumasi Polytechnic	2006-2009	HND Accountancy(First Class)
Wesley Day Sec.School/ Mmofraturu	2001-2003	S.S.S.C.E
Potrikrom L/A JSS	1998-2000	B.E.C.E

**PROFESSIONAL EDUCATION MEMBERSHIP**

Institute of Chartered Accountants – Ghana – Member

Chartered Institute of Public Finance and Accountancy-UK-Member

Institute of Internal Auditors –Ghana – Member

Institute of Public Administration of Canada-Member

## **WORKING EXPERIENCE**

### **1. University of Energy and Natural Resources, Sunyani**

#### **Senior Accountant – Head Financial Accounting Division**

##### **Students Financial Records**

- Ensures financial records are maintained for individual students
- Ensures that student accounts are promptly updated with billings, payments etc.

##### **Capital Projects Monitoring and Assets Control**

- Ensures that compilation of University-Wide Asset Register
- Maintains Accounts for each capital Project

##### **General Ledger , Reconciliations and External Reporting**

- Maintaining and updating of individual ledgers with daily transaction and journals for all accruals
- Reconciliation of individual ledger accounts

##### **Stores Management and Accounting**

- Ensuring that proper records are kept at the Main University Stores
- Supervision for the annual stock taking

#### **Achievement**

**Prepared the following reports and have been audited by external auditors**

**2017 Consolidated Financial Statements**

**2018 Consolidated Financial Statements**

**2019 Consolidated Financial Statements**

**January 2018 to Date**

**2. University of Energy and Natural Resources, Sunyani**

**Accountant – Head Financial Accounting Division**

**Students Financial Records**

- Ensures financial records are maintained for individual students
- Ensures that student accounts are promptly updated with billings, payments etc.

**Capital Projects Monitoring and Assets Control**

- Ensures that compilation of University-Wide Asset Register
- Maintains Accounts for each capital Project

**General Ledger , Reconciliations and External Reporting**

- Maintaining and updating of individual ledgers with daily transaction and journals for all accruals
- Reconciliation of individual ledger accounts

**Stores Management and Accounting**

- Ensuring that proper records are kept at the Main University Stores
- Supervision for the annual stock taking

**Achievement**

**Prepared the following reports and have been audited by external auditors**

**2012 Consolidated Financial Statements**

**2013 Consolidated Financial Statements**

**2014 Consolidated Financial Statements**

**2015 Consolidated Financial Statements**

**2016 Consolidated Financial Statements**

**January 2014 – December 2017**

**3.University of Energy and Natural Resources, Sunyani**

**Snr Accounting Assistant**

- Recording of Transaction in the various cashbooks
- Preparation of PV's and Cheques for payment
- Posting of Transactions from the Cashbook to the various Ledgers
- Consolidation of various cashbooks
- Preparation of Bank Reconciliation statements for various banks.
- Passing of journals vouchers to retire special advances
- Extraction of monthly trial balance
- Keeping records of salary advances

**September 2012 – December 2013**

**4.The Energy Center, KNUST- CoE**

**Accounting Assistant/ Projects Accountant**

- Recording of Transaction in the cash book
- Preparation of PV's and Cheques for payment
- Preparation of Project Accounts
- Posting of Transactions from the Cashbook to the various Ledgers
- Preparation of Bank Reconciliation statements.
- Preparation and Consolidation of Projects Budgets
- Preparation of Financial reports on projects to sponsors.(Monthly and Quarterly reports)
- Preparation of Final Accounts for the center and all the projects.
- Preparation of payroll

**August 2010 – January 2012**

**5.Kumasi Polytechnic**

**National Service Person**

Teaching Assistant: Subject Taught:

- Financial Accounting
- Business Finance

**2009 -2010**

## **6. APHAS – GHANA**

### **National Finance Officer**

- Preparation of National Final Accounts
- Preparation of National Budget
- Preparation of Bank Reconciliation Statement.
- Preparation Congress Account and Report.
- Receiving of National Dues and Issuing receipts. **2008 – 2009**

## **7. Komfo Anokye Teaching Hospital**

### **Attachment (Payroll Office). Duties :**

- Preparation of bank reconciliation statements
- Receiving rent payment and issuing receipts.

**July –September 2007**

## **8.Hope Educational Complex**

### **Pupil Teacher and Accounts Clerk. Duties:**

- Collection of school fees and issuance of receipts
- Permanent Class 5 teacher
- Taught Vocational Skills and Ghanaian Language at the JSS level

**2004 – 2006**

## **SERVICES TO THE UNIVERSITY COMMUNITY**

**Member-** End of year party planning Committee (December 2012)

**Accountant-** Sawmill Committee-**2013-2014**

**Member** – Tender Opening Committee-**2014-Date**

**Member** – Tender Evaluation Committee-**2014-Date**

**Member** – Cafeteria Management Committee-**2014-2018**

**Member** – Transport Committee-**2015-2017**

**Member** – ICT Committee-**2014-2017**

**Member** – Committee for Solar Project at Nsoatre-**2017**

**Member** – Project Site Meeting Committee-**2014-Date**

## **SERVICES TO THE UNIVERSITY COMMUNITY-CONT**

**Member-** UENR Credit Union Select Committee-*2014-2015*

**Treasurer-** UENR Credit Union Board-*2015-Date*

**Member** – Monograph on Tourism Launch Committee-*2017*

**Member-** Committee for Operation of University Sawmill-*2017*

**Member-** Local Organizing Committee-AFRIGE OSS 2017-*2017*

**Member-** UENR Basic School Planning Committee-*2017-2020*

**Member-** 6<sup>th</sup> Matriculation Planning Committee-*2017*

**User Coordinator-** Ebizframe Software-*2017-Date*

## **SERVICES TO THE NATION**

**Chairman-** Asunafo North Municipal Assembly Audit Committee-*2018-Date*

**Member-** Asunafo South District Assembly Audit Committee-*2018- Date*

**Member-** Regional Tender Review Board-B/A -*2014-2016*

## **WORKSHOPS / SEMINARS ATTENDED**

November 2019 Training Workshop on the Evolving Role of the 21<sup>st</sup> Century Accountant, Auditor, Finance Officer Budget Heads and Cost Mangers

September 2019 World Bank ACE Project Financial Management Workshop

October 2018 Workshop training on the Creation and Administering Fixed Asset Register (24-26<sup>th</sup> October 2018) By University of Ghana Business School

September 2018 Training Workshop on Project Auditing ( 4-5<sup>th</sup> September 2018)  
By IIA Ghana

April 2018 2018 Annual Internal Audit and Governance Conference ( 18-19<sup>th</sup> April 2018) By IIA Ghana

- November 2017 CPD on Public Financial Management Act (November 16, 2017)  
By Institute of Chartered Accountants- Sunyani District Society
- November 2017 Orientation Programme for Audit Committee Members of MMDAs  
(November 13, 2017)By Centre for Local Governance Advocacy
- October 2017: Workshop on Procurement and Internal Controls in the University (October  
24, 2017) By Head of Procurement, UENR and Director of Finance, UENR
- April 2017 Training Session on Public Financial Management(PFM) Act 2016 (April 26,  
2017 By National Council For Tertiary Education
- October 2016 CPD Workshop on IFRS Updates ( October 19-20, 2017 By Institute of  
Chartered Accountants
- March 2016 Procurement , Strategic Stores and Inventory Management Seminar ( March  
8<sup>th</sup>-10<sup>th</sup>, 2016) By Ghana Supply Company Ltd
- November 2014 EY IPSAS Adoption Seminar ( November 27, 2014) By Ernst and Young
- October 2013 CPD Workshop on Financial Modelling for Accountants ( October 2<sup>nd</sup> – 3<sup>rd</sup>,  
2013) By Institute of Chartered Accountants
- January 2013 Workshop on Sanitation Education for the University and Its Environ (   
January 18, 2013  
By University of Energy and Natural Resources
- October 2012 Workshop on Team Building ( October 10-11<sup>th</sup>, 2012)  
By University of Energy and Natural Resources

### TRAININGS / WORKSHOPS / SEMINARS FACILATATED

January 2020	Practical Training on Bank Reconciliation Statement for Finance Directorate Staff- Facilitator, <i>Stephen Yaw Ntiamoah, CA, CPFA</i>
September 2019	Project Financial Management Training for Finance Directorate Staff – Facilitator, <i>Stephen Yaw Ntiamoah, CA, CPFA</i>
June 2019	Training on Materials Management Module of Ebizframe Software- Facilitator, <i>Stephen Yaw Ntiamoah, CA, CPFA</i>
May 2019	Training on Finance Module of Ebizframe Software- Facilitator, <i>Stephen Yaw Ntiamoah, CA, CPFA</i>
January 2019	Training on Human Capital Module of Ebizframe Software- Facilitator, <i>Stephen Yaw Ntiamoah, CA, CPFA</i>

## **POSITION(S) HELD**

2008 -2009: Chief Auditor (S.R.C Kumasi Polytechnic)

2008 – 2009: National Budget Committee Chairman (APHAS – GH)

2007 – 2008: Secretary to the Finance and Development Committee (APHAS – K’Poly local)

2006- 2008: Class Secretary (Accountancy A & B class Kumasi Polytechnic)

2006 – 2007: Member of Electoral Committee (APHAS – Kumasi Polytechnic Chapter)

## **AWARDS**

**March 2018** Overall Best MBA Graduating Student- Catholic University College of Ghana

**March 2018** Best Graduating MBA Accounting Student-Catholic University College of Ghana

**22 Dec 2011** Overall Best Graduating HND Student in the Polytechnic for 2009  
(Given under the authority of the Rector and Registrar of Kumasi Polytechnic)

**22 Dec 2011** Best Graduating HND Student in the Faculty of Business and Management Studies  
for 2009 (Given under the authority of the Rector and Registrar of Kumasi Polytechnic)

**2009** Winner Institute of Chartered Accountant (ICA-GH) What Do You Know Quiz  
Competition

**2009** SRC - Overall Best Student- K’Poly (Presented by SRC, K’Poly)

**2009** SRC - Best Student- Faculty of Business and Management Studies, K’Poly

## **COMPUTER KNOWLEDGE**

- Ms Word
- Ms Excel
- Ms Power Point

## **PROJECTS HANDLED**

<b>PROJECT</b>	<b>SPONSOR</b>	<b>EXPERIENCE</b>
ACE Project (RCEES) Financial Management Specialist-2019-Date	World Bank	World Bank procurement and financial reporting guidelines
Relab Project Accountant-2018- Date	DANIDA-DFC	Danida Financial Reporting
Solar Capacity Upgrading Project Accountant-2010- 2012	World Bank	World Bank procurement and financial reporting guidelines
Farmer-Herder Conflict Project- Project Accountant- 2019-Date	DANIDA-DFC	Danida Financial Reporting
HEALTHYNSECT Project Project Accountant-2020	DANIDA-DFC	Danida Financial Reporting
GREPPAO Project Financial and Administration Officer-2019-Date	EU	EU Financial Reporting guidelines
GIS- Based Energy Access 2010-2012	EU	EU Financial Reporting guidelines
Energy Access for Urban Poor-2010-2012	ESMAP-World Bank	World Bank Financial Reporting guidelines
Biofuel SME's 2010-2012	Trust Africa	Trust Africa Financial Reporting guidelines
UNESCO Brain Drain to Brain Gain-2010-2012	UNESCO	UNESCO Financial reporting guidelines

## **ACCOUNTING SOFTWARE KNOWLEDGE**

- Ebizframe Accounting Software
- Sage Pastel Accounting Software
- QuickBooks Accounting Software
- Tally Accounting Software
- Sage 50 Accounts Software

- VT Transaction Plus Software
- VT Cashbook Software

### **HOBBIES**

- Playing Football
- Reading
- Watching movies

## REFERENCES

1. **Prof. Mrs Esi Awuah**  
**Foundation Vice Chancellor**  
**University of Energy and Natural Resources**  
**Sunyani, Ghana**  
**Tel: +233-207-417766**
2. **Mr. Albert Banan Abdulai**  
**Director of Finance**  
**University of Energy and Natural Resources**  
**Sunyani, Ghana**  
**Tel: +233-208199533**
3. **Mr. Kodwo Boakye Egyin**  
**Senior Internal Auditor**  
**University of Energy and Natural Resources**  
**Sunyani, Ghana**  
**Tel: +233-208193262**
4. **Francis Kemausuor**  
**Project Coordinator**  
**The Energy Center, KNUST**  
**Kumasi, Ghana**  
**Tel: +233-207457532**
5. **Dr. Amos T. Kabo-Bah**  
**Snr. Lecturer**  
**Head, Energy and Environmental Engineering**  
**University of Energy and Natural Resources**  
**Sunyani-Ghana**  
**Tel: +233-543859721**
6. **Dr. Eric Ofosu-Antwi**  
**Senior Lecturer and Director**  
**Regional Center for Energy and Environmental Sustainability (RCEES)**  
**University of Energy and Natural Resources**  
**Sunyani-Ghana**  
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