

# Emmanuel Asare (PhD)

University of Energy and Natural Resources  
P.O. Box 214, Sunyani, Ghana

Phone: +2330242205041  
email: [emmanuel.asare1@uenr.edu.gh](mailto:emmanuel.asare1@uenr.edu.gh)

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## PROFILE

A dynamic and enthusiastic young professional with appreciable expertise in accounting and finance roles with research interest in management issues. Over fourteen years accounting and finance experience with leading public institutions and as well in the private sector. Improved research capacity upon joining and completing the Doctoral degree from KNUST. Pleasant and self-motivated personnel with demonstrable ability to adapt to different learning methodologies. An analytical and problem-solver with good initiative and drive for institutional development. Proactive, team player, result driven with excellent communication and interpersonal relationship. Appreciable IT skills (e.g. Microsoft Office Suite) with flexible attitude to work, as well as a high degree of integrity. Excellent in presentation delivery to top management and produce report when needed. Very fluent in the English Language and capable of working with multicultural team.

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## ACADEMIC QUALIFICATIONS

- 1. Doctor of Philosophy (Project Management)** Completion, March, 2023  
Kwame Nkrumah University of Science and Technology
- 2. Master of Financial Management** Completion, December, 2014  
Amity University, India
- 3. Bachelor of Arts in Publishing Studies** Completion, May 2009  
Kwame Nkrumah University of Science and Technology

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## PROFESSIONAL QUALIFICATIONS

- 1. Member of ICAG** Completion, May 2018  
Institute of Chartered Accountants Ghana
  - 2. Member of CIFIAG** Completed, March 2013  
Chartered Institute of Financial and Investment Analyst Ghana
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## WORK EXPERIENCE

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### 1. Ag. Head

March 2024 – Date

Treasury Department  
Finance Directorate  
University of Energy and Natural Resources, Ghana

University of Energy and Natural Resources (**UENR**) is a leading public university in Ghana. Reporting to the Director of Finance, by overseeing the accounting and finance operations of the university per the below roles:

- Ag. Head of the Treasury Department
- Supervising the accounting staff in the Treasury Department
- Supervises the preparation of Cashbook
- Supervises the preparation of reconciliation statement
- Vetting of payment request for processing
- Passing Payment Vouchers for payment
- Signing of cheques
- Supervises revenue receipts of the university
- Supervises sale of admission forms
- Manages investment portfolios of the university

### 2. Sectional Head of Finance

July 2021 – Feb 2024

Dormaa Campus  
University of Energy and Natural Resources, Ghana

The Dormaa campus is a satellite campus of UENR. The following were my duties and functions:

- Sectional Head of Finance at the Dormaa Campus of UENR
- Mentoring of the accounting staff under my care
- Budget preparation and variance analysis
- Supervises the preparation of Cashbook
- Supervises the preparation of reconciliation statement
- Preparation of annual financial statements with the use of appropriate accounting standards
- Prepare management accounting report for decision making

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- Treasury management

### 3. Accountant

Jan. 2021 – June 2021

Finance Directorate

University of Energy and Natural Resources, Ghana

This is the period I went through series of orientations to abreast myself with the system before taking a substantive operational role. The key assignments within this period were:

- Preparation of university-wide Fixed Assets Register
- Orientations

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### 4. Lecturing and Research Supervision

Aug. 2015 to Date

Institute of Distance Learning (IDL), KNUST

I am a part-time lecturer on the Institute of Distance Learning, KNUST programme at the undergraduate and postgraduate levels. I have also supervised completed postgraduate research project works. Courses I have taught include the following:

- Intermediate Accounting (2015-2018)
- Introduction to Accounting (2015-2021)
- Management Accounting (2015-2020)
- Entrepreneurship Finance and Management (2018 to date)
- Project Finance and Feasibility Studies (2021 to date)

### 5. Finance Manager

Nov. 2016 – Dec. 2020

Top Technocrats Ghana Limited, Kumasi

Top Technocrats is a Ghanaian Own Building and Engineering firm offering assorted building and engineering works spanning from architectural designs to completion of construction projects.

Reporting to the Chief Executive Officer, the chief spending officer of the establishment per the below roles.

- Schedule, train and mentor finance team members
- Budget preparation and variance analysis
- Cashbook preparation and supervision
- Supervises the preparation of reconciliation statement

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- Preparation of annual financial statements with the use of IFRS
  - Managing payroll and tax administration
  - Prepare management accounting report for decision making
  - Treasury management
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## 6. Senior Accounting Assistant

Sept. 2010 – Oct. 2016

Kwame Nkrumah University of Science and Technology

Kwame Nkrumah University of Science and Technology is a leading public university in Ghana.

Reporting to the Institute Finance Officer, overseeing the accounting and finance operations of the Institute in the university per the below roles.

- Preparation of annual budget
  - Performs management accounting role for management decision making
  - Preparation of financial statements for external purpose using IFRS
  - Assisting the Accountant in responding to external auditors' queries
  - Assisting the Accountant in managing treasury of the institute
  - Preparation of bank payment voucher and bank reconciliation statement
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## 7. Accounting Assistant

Aug. 2009 – Aug. 2010

Finance Office, Kwame Nkrumah University of  
Science and Technology, Kumasi

Reporting to the Deputy Finance Officer, in charge of final accounts of the entire university. This was during my mandatory national service after completion of my undergraduate study.

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## POSITIONS HELD

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- **Ag. Head** – Treasury Department, UENR – March 2024 to Present
- **Chaplaincy Rep.** - UENR Dormaa Campus – September, 2022 – Feb 2024
- **NEC Member** – GAUA National Executive Committee - August 2022 – Present
- **Treasurer** – GAUA UENR Chapter - August 2022 – Present
- **Sectional Head of Finance** – UENR Dormaa Campus - July 2021 - Present
- **President** – ICAG Members, 2018 Year Group – October 2018 – Present
- **Marriage Counselor** – New Apostolic Church, Amakom-Kumasi, 2014 - Present

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- **Organizing Secretary** – Peer Counseling Unit, KNUST - 2008 – 2010
  - **Assistant Senior Prefect** – Senior High School, OYESS - 2004 - 2005
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## PROMOTION OF KNOWLEDGE

PEER REVIEWED JOURNAL PUBLICATIONS, POSITION PAPERS, PROPOSALS AND MEMOS

### LIST OF JOURNAL PUBLICATIONS

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1. **Asare, E., Owusu-Manu, D.G., Ayarkwa, J., Edwards, D.J. and Martek, I. (2022).** Thematic literature review of working capital management in the construction industry: trends and research opportunities. *Construction Innovation, Processes and Management*, DOI [10.1108/CI-09-2021-0177](https://doi.org/10.1108/CI-09-2021-0177).
2. **Asare, E., Owusu-Manu, D.G., Ayarkwa, J. and Edwards, D.J. (2022).** Conceptual review study of working capital management practices in the construction industry: trends and research prospects in Ghana. *Journal of Engineering, Design and Technology*, DOI [10.1108/JEDT-01-2022-0017](https://doi.org/10.1108/JEDT-01-2022-0017).

### LIST OF MEMORANDA

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1. **Asare, E.** and Larnor, E.T. (2022). Improving revenue mobilization through efficient students' shuttle system at Dormaa-Ahenkro campus
  2. Nana-Nketiah, P., Opoku-Mensah, A. and **Asare, E.** (2022). Improving management and financial administration of Dormaa Campus
  3. **Asare, E.**, Nana-Nketiah, P., Bosea, K.V., and Basuah, K.P. (2022). Improving staff ex-gratia payment plan: An Alternative
  4. Nana-Nketiah, P., **Asare, E.** and Bosea, V. (2021). Automation of staff payroll and E-pay slip
  5. Nana-Nketiah, P., Opoku-Mensah, A. and **Asare, E.** (2021). Resource allocation and monitoring strategy
  6. Nana-Nketiah, P. and **Asare, E.** (2021). Using pre-budgetary monitoring tools in ensuring financial sustainability in UENR
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7. Nana-Nketiah, P., **Asare, E.** and Bosea, V.K. (2021). Boosting infrastructural development through internally generated fund

8. Nana-Nketiah, P., **Asare, E.**, Basuah, P.K., Kyeremeh, E. and Ofori, M. (2021). Improvement on the existing non-current assets register

9. Nana-Nketiah, P., **Asare, E.** and Basuah, P.K. (2021). Making Institute of Distance and E-Learning Education Semi-Autonomous

10. Nana-Nketiah, P. **Asare, E.** and Basuah, P.K. (2021). Proposal towards prudent and efficient management of financial resources through sweep-in sweep-out call account.

## REPORTS

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1. Report on the review of UBS learners' fees for the 2024/25 academic year	5/2024
2. GAUA-UENR Loans Scheme Policy document.	2/2023
3. Orientation report to Director of Finance, UENR	2/2022
4. RE: Report on special assignment; update of university-wide non-current assets register	5/2021

## SERVICE TO COMMUNITY

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POSITION	COMMITTEE/ACTIVITY	PERIOD
<b>Chairman</b>	UBS Board Sub-committee of fee fixing	May 2024
<b>Member</b>	UENR Basic School Board	Since May 2024
<b>Member</b>	UENR GUSSS Management Board	Since Feb 2024
<b>Chairman</b>	GAUA Loans Committee	Since January, 2023
<b>Chaplaincy Rep.</b>	UENR Dormaa Campus	Sept., 2022 – Feb 2024
<b>Member</b>	GAUA Project and Sponsorship Committee	Sept., 2022 – July, 2024
<b>Member</b>	GAUA Training and Development Committee	Sept. 2022 – July, 2024
<b>Member</b>	GAUA 2022 End of Year Package Committee	Sept., 2022 – Dec, 2022
<b>Member</b>	GAUA Welfare Committee	Sept., 2022 – July, 2024
<b>Member</b>	GAUA National Executive Committee	August, 2022 – July, 2024

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**Treasurer** GAUA UENR Chapter

August, 2022 – July, 2024

**President** ICAG Members, 2018 Year Group

Since October 2018

**Facilitator** Presentation on financial efficiency and sustainability framework to Deans and HODs at Dormaa Campus, organized by CeDEEL, UENR

April, 2022

Matriculation of fresh men and women at Dormaa Campus

April, 2022

Maiden matriculation public lecture by Prof Emmanuel Arhin

March, 2022

Orientation for fresh students – Dormaa Campus

Jan. 2022

**Board Member** - School of Geosciences, University of Energy and Natural Resources

2021

**Board Member** - School of Agriculture and Technology, University of Energy and Natural Resources

2021

**Secretary** - Marriage Counselling Committee – New Apostolic Church, Amakom-Kumasi

Since 2014

Resource Person for Financial Management Practices training for Purchasing Clerks and Farmers

2019

Resource Person for training on Public Financial Management at Kwabre East Municipal

2018

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## CONFERENCE, WORKSHOP AND SEMINARS

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**Administrators Conference 2024**, *theme: The 21<sup>st</sup> century administrator: charting a new paradigm.* Sheila's Executive Hotel, Sunyani

13-14<sup>th</sup> June, 2024

Report on the review of UBS learners' fees for the 2024/2025 academic year – **Chairman**

May 27, 2024

3-Day Financial training on solar-powered irrigation system (SPIS), Sunyani – **Facilitator**

19-21<sup>st</sup> Feb, 2024

**2023 Accountants Conference**, *theme: "Promoting Sustainability, Deepening Trust, Nurturing Partnership".* Sunyani

25-26<sup>th</sup> May, 2023

**Continuous Professional Development (CPD) on** – Grant Sourcing and writing article for publication

20<sup>th</sup> April, 2023

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Seminar presentation on how to manage finances, organized by the Vice Dean of Students for all student executives at Dormaa Campus – **Speaker** March 13, 2023

**UENR Management Retreat 2023**, *theme: UENR vision vis-à-vis VC's vision, two years on and the way forward – Managerial and leadership qualities and skills of university management staff; Reflecting on UENR guiding frameworks and internal assessment; Financial mechanisms, research and professional development of staff as well as marketing of the university; and UENR's unique culture and way forward. Sunyani*  
21<sup>st</sup> – 23<sup>rd</sup> Feb., 2023

**IPSAS Training on** – Using IPSAS to Prepare Financial Statements in the Public Sector, Sunyani  
27<sup>th</sup> January, 2023

5-Day Financial training on solar-powered irrigation system (SPIS), Sunyani – **Facilitator**  
28<sup>th</sup> Nov. -2<sup>nd</sup> Dec., 2022

GIFMIS Training for UENR staff  
11-14<sup>th</sup> Oct. 2022

**GAUA National Congress 2022**, *theme: Corporate governance and socio-political environment of public universities in Ghana – the role of the university administrator.* University of Education, Winneba  
4-6<sup>th</sup> August, 2022

**Administrators Conference 2022**, *theme: University administrators in a changing (challenging) times.* Tyco City Hotel, Sunyani  
23-24<sup>th</sup> June, 2022

**2022 Accountants Conference**, *theme: "Accountancy and Accountability, transforming Africa's economies".* Accra  
24-27<sup>th</sup> May, 2022

Final SPIS training workshop, Accra, organized by GIZ – **Participant** May 23, 2022

3-Day Financial training on solar-powered irrigation system (SPIS), Sunyani – **Facilitator**  
18-20<sup>th</sup> May, 2022

Seminar presentation on Church Administration, organized by the University's Chaplaincy for SCC and denominational executives at Dormaa Campus – **Facilitator** May 7, 2022

Training workshop on financing solar powered irrigation system, Ho – **Participant**  
9-11<sup>th</sup> March, 2022



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**2021 Accountants Conference**, theme: “*Business Continuity and Sustainable Development, The Role of Technology*”. Kumasi 26-27<sup>th</sup> May, 2021

Seminar on building and making UENR a better place of work – **Participant** May, 2021

Orientation for newly recruited senior members - **Participant** March, 2021

Certificate in Entrepreneurial and Small Business Management, KSB-KNUST 2009

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## INTERESTS AND ADDITIONAL SKILLS

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Attending workshops, seminars and conferences on entrepreneurship, accounting, finance, leadership and project management.

### ACHIEVEMENTS

#### 2024

Provided advise to the Director of Finance to begin operationalizing the Call account memo that was written earlier resulting in generating interest income to the university

#### 2023

The university began financial operationalization of the Dormaa Campus of UENR which helped in mitigating risk of transporting funds from Sunyani to Dormaa. This was emanated from an action/position memo sent to management on “improving management and financial administration of Dormaa Campus”.

#### 2022

a successful implement of a memo submitted to management on the subject “Improving revenue mobilization through efficient students’ shuttle system at Dormaa-Ahenkro campus”, has since improved the shuttle services at the Dormaa campus and is raring in about 50% of the revenue raised in the shuttle operation.

Through proper monitoring and scrutiny in the power purchase at the Dormaa campus, helped in curbing financial irregularities resulting in retrieving over GHS54,000.00 to the university. Hence, power purchase for Dormaa campus is not purchase by cash but payment is made directly to NEDCo which has eliminated theft.

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## REFERENCES

- Mr. Paul Nana Nketiah  
Director of Finance  
University of Energy and Natural Resources  
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[paul.nana-nketiah@uenr.edu.gh](mailto:paul.nana-nketiah@uenr.edu.gh)
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