

# CURRICULUM VITAE

## Patrick Kwame Basuah (CA, MCIT)

### Personal Information:

<b>Date of Birth:</b>	7 <sup>th</sup> March, 1987	<b>Gender:</b>	Male
<b>Nationality:</b>	Ghanaian	<b>Profession:</b>	Accountant
<b>Marital Status:</b>	Married	<b>Religion:</b>	Christian
<b>Address:</b>	University of Energy and Natural Resources P.O. Box 214, Sunyani. Finance Directorate Tel: 0245718902 Email: <a href="mailto:kwamebasuah@gmail.com">kwamebasuah@gmail.com</a> / <a href="mailto:patrick.basuah@uenr.edu.gh">patrick.basuah@uenr.edu.gh</a>		

### Areas of Expertise or Professional Skills:

Budget development and management skills, Financial management and tax planning skills, Financial reporting and auditing compliance skill, Portfolio performance management, Payroll management, Cash-flow Management, Bank Reconciliations, Interpersonal and Leadership skills, MS Excel, Word and Power Point Application and Presentation skills.

### Educational Background

Qualification/Certificate obtained	Name of Institution Attended	Date
❖ MBA (Finance)	University of Cape Coast	March, 2020
❖ Bsc. Business Administration (Accounting)	KNUST, Kumasi	June, 2013
❖ Higher National Diploma (Accounting)	Cape Coast Technical University	July 2009

### Professional Qualification(s):

❖ Institute of Chartered Accountants (Ghana)	- Full Member	Sept., 2015
❖ Chartered Institute of Taxation, Ghana	- Full Member	June 2024

## Achievements

- ❖ Responsible for the preparation and auditing of 2021, 2022 and 2023 Financial Statements of the University of Energy and Natural Resources, Sunyani (UENR).
- ❖ Best student in the Final Level 2, Paper 12: Tax practice administration and ethics in the February, 2023 diet of Professional qualifying exams of the Chartered Institute of taxation, Ghana
- ❖ Assisted in the preparation of UENR Credit Union financial statements from 2018 to 2022
- ❖ Assisted in the preparation of UENR Driving School financial statements from 2019 to 2022
- ❖ Assisted in the preparation of UENR SRC financial statements from 2018 to 2022
- ❖ Co-authored the draft investment policy for UEW Ghana Universities Staff Superannuation Scheme (GUSSS).
- ❖ Preparation of 2019 to 2021 Annual Estimates and Operating Plan of UEW Ghana Universities Staff Superannuation Scheme (GUSSS).
- ❖ Responsible for the preparation and auditing of UEW GUSSS financial statements from 2015 to 2019 financial year
- ❖ Assisted in the preparation of financial statements of the University of Education, Winneba from 2013 to 2020
- ❖ A member of the team for the implementation of the new VAT Act in UEW in 2019

## CAREER HISTORY

### **UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI**

**Directorate:** Finance Directorate  
**Position/Title:** **Head**, Financial Reporting Section (Financial Accounting Department)  
**Date:** March 2021 to date

#### **Duties and Responsibilities**

- ❖ **Cashbooks, General Ledger, Bank Reconciliation and External Reporting**
  - Maintain and update various cash books with daily transactions
  - Maintain and update individual ledgers with daily transactions and journals for all accruals
  - Review monthly bank reconciliation statement for various account
  - Review all individual ledger account reconciliation
- ❖ **Capital project Monitoring**

- Compile University Wide Non-Current Asset Register
- Update the Non-Current Assets register with acquisition and disposals
- Keep records of movement of Non-Current Assets in the Assets register of the University
- Maintain Account for each capital project of the University
- Update and monitor individual project cost against budget
- Compute profit/loss on disposal of Non-Current Assets
- Keep track of maintenance and other cost relating to vehicles

❖ **Year end procedures**

Ensure all journals for bank and other general ledger reconciliations are passed

❖ **Supervision**

Supervise subordinate staff

❖ **Other Duties**

Perform any other duties assigned by my supervisor and the Director of Finance

## **CAREER HISTORY**

### **UNIVERSITY OF EDUCATION, WINNEBA**

**Directorate:** Finance Directorate  
**Position/Title:** Head, GUSSS Secretariat  
**Date:** June 2018 to February 2021

#### **Duties and Responsibilities**

- ❖ Management of GUSSS Membership database.
- ❖ Record and up-date GUSSS Members contribution statements (Monthly)
- ❖ Preparation of GUSSS Pensioners Payroll (Monthly)
- ❖ Preparation of GUSSS Hostel and Guest Centre staff payroll (Monthly)
- ❖ Preparation of quarterly and annual management accounts of the scheme to the GUSSS Management Board.
- ❖ Preparation of the Schemes Financial statement (yearly) for auditing
- ❖ Preparation of timely liquidity reports & monthly cash plans for management decision making

- ❖ Management of Contractor's statement of accounts on all the ongoing projects of the Scheme.
- ❖ Keeps Up-to-date registers of all the Schemes Investments in Fixed Term Deposits accounts, Call accounts and investment in shares
- ❖ Preparation of annual estimates and operating plan for GUSSS and Hostel & Guest Centre
- ❖ Supervise GUSSS loans to staff and up-date of loans records
- ❖ Supervise the Payments of claims of the Unit to staff and suppliers
- ❖ Review of Monthly Bank Reconciliations Statements
- ❖ Up-dating SSNIT statements of Accounts of staff of the University.

### **UNIVERSITY OF EDUCATION, WINNEBA**

**Directorate:** Finance Directorate  
**Position/Title:** Budget, Bills & Claims  
**Date:** January 2018 to June 2018

#### **Duties and Responsibilities**

- ❖ Assist in the preparation of the 2018 and 2019 annual estimate and operating plan of the University
- ❖ Monitoring payment through the commitments register
- ❖ Preparation of monthly and quarterly returns to NCTE
- ❖ Preparation of quarterly budget review reports to the Universities Finance Committee and Council
- ❖ Filling of Ghana Revenue Authority tax returns monthly

### **COLLEGE OF DISTANCE AND E-LEARNING - UNIVERSITY OF EDUCATION, WINNEBA**

**Directorate:** Finance Directorate  
**Position/Title:** Accounts Officer  
**Date:** Nov. 2016 to Jan. 2018

#### **Duties and Responsibilities**

- ❖ Payment of monthly part-time tutors claim for Navrongo, Dambai, Denu, Pusiga & Accra High

study centre

- ❖ Payment of IDeL study Centre Coordinators responsibility Allowance and Heads of Partnership Institution Allowance.
- ❖ Preparation of student fess report for Navrongo, Dambai, Denu, Pusiga & Accra High study centre.
- ❖ Responsible for all student financial services
- ❖ Reviewing and reconciling contractors and inter campus current account of the Institute and other campuses of the University.
- ❖ Passing of journal vouchers and revenue receipt vouchers for student and non-student's fees into the cash book
- ❖ Assist in the preparation of the Universities annual financial statement
- ❖ Passing of Journal entries to retire special advances and petty cash imprest
- ❖ Checking of payment vouchers
- ❖ Editing of cheques.

## **UNIVERSITY OF EDUCATION, WINNEBA**

**Directorate:** Finance Directorate  
**Position/Title:** Accounts Officer (University Farm)  
**Date:** June 2015 – Jan. 2018

### **Duties and Responsibilities**

- ❖ Preparation of annual estimate and operating plan of the Farms
- ❖ Preparation of Asset register of the University Farm
- ❖ Processing of suppliers claim for payment
- ❖ Preparation of bank reconciliation statement
- ❖ Preparation of liquidity report
- ❖ Preparation of journal and revenue receipt vouchers into the cash book

## **UNIVERSITY OF EDUCATION, WINNEBA**

**Directorate:** Finance Directorate  
**Position/Title:** Accounts Officer (Financial Reporting & Assurance Unit)  
**Date:** Nov. 2012 to Oct. 2016

### **Duties and Responsibilities**

- ❖ Reviewing the master Non-Current Assets register and reconcile it with Faculties, Halls and Units Non-Current Assets Register.
- ❖ Reviewing and reconciling contractors and Inter Campus current account
- ❖ Reviewing and reconciling account for payroll deduction and personal emolument.
- ❖ Passing of journal and revenue receipt vouchers for student and non-student's fees into the cash book.
- ❖ Assist in the preparation of financial statement
- ❖ Passing of Journal entries to retire special advances and petty cash imprest
- ❖ Checking of payment vouchers
- ❖ Editing of cheques.

## **EFFUTU MUNICIPAL ASSEMBLY, WINNEBA**

**Directorate:** Finance Directorate  
**Position/Title:** Accounts Officer (National /Voluntary Service)  
**Date:** Sept. 2009 to Oct., 2012

### **Duties and Responsibilities**

- ❖ Preparation of financial statement on monthly, quarterly and yearly basis to Ministries Department and Agencies (MDA's)
- ❖ Assisted in the preparation of Treasury Bank Reconciliation statement and movement and monthly District Development Facility Fund (DDFF) report
- ❖ Writing of cash book and preparation of bank reconciliation statement
- ❖ Banking transaction
- ❖ Any other duties assigned

### **Publications, Research Conducted or Project(s) Undertaken:**

**Title:** The contribution of budgetary control systems on the financial performance of the University of Education, Winneba

**Date:** September, 2019

**Authors:** Basuah, P. K.

#### **The nature and outcome of the research.**

The study aimed at examining the contribution of budgetary control systems on financial performance of the University of Education, Winneba by assessing the effectiveness, contributions and challenges of the budgetary control system of University of Education, Winneba. Also, to analyze the financial data to determine the level of variances of the University's financial performance.

The study revealed that the University has a commitment register which was used to keep track of each expenditure item but not necessarily used to set funds aside for future payments. Also, the commitment register was kept manually which are subject to manipulations by vote controllers and could lead to overspending in the long run. It was further observed that the budgetary control systems of the University played a major role in the achievement of its strategic plan and served as a tool through which managerial policies and goals are periodically evaluated.

### **Publications, Research Conducted or Project(s) Undertaken:**

**Title:** The control and management of funds at the MMDA's: A case study of Effutu Municipal Assembly, Winneba.

**Date:** May, 2013

**Authors:** Basuah, P. K., Ackom-Bondzie, F., Frimpong-Manso, D., and Lamptey, E.

#### **The nature and outcome of the research.**

The study was intended to examine how funds are managed and controlled at the various MMDA's in Ghana drawing on the experience of the Effutu Municipal Assembly, Winneba. It was revealed that funds are properly accounted for and also the control systems for authorization and approval of expenditures were fully adhered to. However, it was established there was no proper mechanism to control cost of generating funds internally. Hence, there was the greater possibility that the cost of generating funds internally can be more than the revenue.

## **Professional Development:**

### **Seminars and Workshops:**

- ❖ Attended a 2-day workshop on the theme “The 21st Century Administrator: Charting a New Paradigm” on 13th – 14th June 2024 which was organized by University of Energy and Natural Resources Chapter of the Ghana Association of University Administrators, (GAUA-UENR) at the Sheila’s Executive Hotel, Sunyani
- ❖ Attended the 2023 Accountants’ conference on the theme “Promoting Sustainability, Deepening Trust, Nurturing Partnership” on the 25<sup>th</sup> – 28<sup>th</sup> April, 2023 at the Eusbett Hotel, Sunyani
- ❖ Attended the 2022 Accountants’ conference on the theme “Accountancy and accountability, transforming Africa’s Economies” on the 25<sup>th</sup> – 26<sup>th</sup> May, 2022 at the Fantasy Dome, Ghana International trade Fair Centre, Accra
- ❖ Attended the 2021 Accountants’ conference on the theme “Business Continuity and Sustainable Development: The Role of Technology” on the 26<sup>th</sup> – 27<sup>th</sup> May, 2021 at Calvary Charismatic Centre, Kumasi
- ❖ Attended the 2019 Accountants’ conference on the theme “Efficient Service Delivery in the public sector: the role of the chartered Accountants on the 29<sup>th</sup> – 30<sup>th</sup> May, 2021 at the Modern City Hotel, Tamale
- ❖ Attended the 2017 Accountants’ conference on the theme “Transformation of Ghana’s economy @ 60” on the 31<sup>st</sup> May – 1<sup>st</sup> June, 2017 at the G.M. Afeti Auditorium of the Ho Technical University.
- ❖ Attended a one-day workshop on the review curriculum for postgraduate programme: land degradation neutrality in December, 2021
- ❖ Participated in a data validation workshop for Tertiary Educational Institution towards the preparation of 2021 consolidated national account of Ghana in February, 2022
- ❖ Attended a 2-day workshop on the theme “University Administrators in Changing (Challenging) Times” on 23<sup>rd</sup> – 24<sup>th</sup> June 2022 which was organized by University of Energy and Natural Resources Chapter of the Ghana Association of University Administrators, (GAUA-UENR) at the Tyco city Hotel, Sunyani
- ❖ Participated in the 5<sup>th</sup> United Nations/ Ghana/ PSIPW International Conference on the use of Space Technology for Water Resource Management hosted by the University of Energy and natural Resources on behalf of the Government of Ghana from the 10<sup>th</sup> – 13<sup>th</sup> May, 2022



- ❖ Attended a 3-day training workshop on Finance of Solar Powered Irrigation System (SPIS) at Hotel Stevens Ltd, Ho.
- ❖ Participated in a Webinar organized by Pan African Federation of Accountant on Enhancing Public Sector Accountability in Africa through Accrual Reporting held on 30 September 2021
- ❖ Participated in a Webinar on Understanding and Implementing Electronic VAT Invoicing hosted by Deloitte Ghana
- ❖ A two day induction training workshop organized by the Institution of Chartered Accountants, Ghana on the 17<sup>th</sup> to 18<sup>th</sup> September, 2015 at Labadi Beach Hotel - La
- ❖ Attended a two-day training workshop organized by the Human Resources Division of the University of Energy and natural Resources on building and making UENR a better place of work in May, 2021
- ❖ Participated in a retreat organized by the Finance Section of the University of Education, Winneba (UEW) on the theme “Promoting Workplace Ethics and Productivity: The Role of Accountants” on 8<sup>th</sup> -11<sup>th</sup> January, 2020 at Elmina Beach Resort, Elmina
- ❖ Participated in a retreat organized by the Finance Section of the University of Education, Winneba (UEW) on the theme “Enhancing Financial Efficiency in University Administration: The Role of Accountants on 6<sup>th</sup> - 8<sup>th</sup> January, 2019 at Pempamsie Hotel, Cape Coast
- ❖ Attended an MS Excel Training Organized by the Finance Section of the University of Education, Winneba (UEW) on 5<sup>th</sup> -15<sup>th</sup> November, 2019 at the Finance Conference room of UEW.
- ❖ Participated in a sermina on proposal writing and effective time management organized by Vicsalin Consult Limited on 8<sup>th</sup> November, 2008, Cape Coast.
- ❖ Participated in seminar on banking Procedures and supervisory skills course designed to enhance knowledge in basic banking procedures and supervisory skills for effective customer service organized by Finsec consult on 25<sup>th</sup> – 27<sup>th</sup> May, 2009
- ❖ Participated in a workshop on “Investment Management” organized by Totem Business And Investment Group held at the Cape Coast polytechnic
- ❖ Participated in a workshop on “Time management” during the 2009/2009 national service week celebration at the university of Education, Winneba on 29<sup>th</sup> July, 2010

### **Community Service:**

### **Boards and Committee Served**

- ❖ Member of the committee to plan and execute the 5<sup>th</sup> United Nations/ Ghana/ PSIPW International Conference on the use of Space Technology for Water Resource Management hosted by the University of Energy and natural Resources on behalf of the Government of Ghana in May 2022
- ❖ Member of the Management Board of Greena FM
- ❖ Member of Project and Sponsorship Committee for Ghana Association of university Administrators
- ❖ Member of Entity Tender Opening and Evaluation Committee of the University of Energy and natural Resources
- ❖ Finance representative of the team that organized a 1-day stakeholders engagement on proposed curriculum in Land Degradation Neutrality organized by University of Energy and natural Resources in Accra
- ❖ Audit Committee member of Ankaful Leprosy / General Hospital from 2017 to 2020

#### **Institutional Service:**

- ❖ In attendance of UEW GUSSS Management Board from June 2018 February, 2021

#### **Ad hoc Committee**

- ❖ A member and secretary of the UEW GUSSS Strategic Planning Development Committee from June, 2020 to February, 2021
- ❖ A member and secretary of the UEW GUSSS Investment Policy Guideline Committee Feb. 2019-May. 2019
- ❖ A member of the UEW Capitalization and Depreciation policy Committee in March, 2020
- ❖ A committee member of the UEW Finance Section Operational Plan for 2019-2023 in July, 2019

#### **Referees:**

1. Isaac Marfo Oduro (Ag. Internal Auditor)  
Office of the Internal Auditor, University of Education, Winneba  
P. O. Box 25, Winneba Tel:  
0557477807  
Email: imoduro@gmail.com
2. Paul Nana Nketiah  
Director of Finance, University of Energy and Natural Resources, Sunyani  
P. O. Box 25, Winneba

Tel:0208111455

Email: [paul.nana-nketiah@uenr.edu.gh](mailto:paul.nana-nketiah@uenr.edu.gh)

3. Benjamin Darko Asamoah

Lecturer/Chaplain, University of Energy and natural Resources

P. O. Box 214, Sunyani

Tel: 02460175

Email: [benjamin.asamoah@uenr.edu.gh](mailto:benjamin.asamoah@uenr.edu.gh)



