

CURICULLUM VITEA

Personal Information:

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Career Objective

To work in challenging environment that enables me to exploit all my potential, and competence and contribute to problem solving in a busy business environment for the benefit of the organization, nation and personal growth.

Work Experience

Lira University – Deputy Chief Internal Auditor July 2024 - To date

Job Summary

To provide independent, objective assurance and advisory services that strengthen governance, risk management, and internal control systems within the University.

To promote accountability, transparency, and compliance with laws, regulations, and institutional policies, while ensuring efficient and effective use of University resources to support the achievement of its strategic goals.

Responsibilities

- Appraised the soundness and application of accounting, functional and operational systems of the University
- Prepared and submitted all the quarterly in accordance with the established laws and regulations
- Provided technical guidance on internal Audit and Audit Committee of Council
- Performed examination of financial transactions in relation to the applicable laws, university policy, regulations and procedures
- Supported Management of Lira University in effective discharge of their responsibility by furnishing them with analyses, recommendations counsel and other relevant information.
- Supervised and appraised staff in the department
- Examined the financial transactions for accuracy and compliance with institutional policies and applicable laws and regulations
- Ensured that all financial and operational activities are conducted in compliance with applicable laws, regulations, policies, and procedures.

Lira University – Senior Internal -Auditor January 2019 – 2024:

Job Summary:

To provide technical support and guidance on financial performance and quality assurance services in systems of internal control, risk management and governance processes in the University.

Responsibilities:

- Reviewing and analyzing transactions, documents, records, reports and accounts relating to University operations and functions and preparing acceptable working papers and audit reports of findings to the Vice Chancellor and Audit Committee of Council.
- Managing and Coordinating University Audit Function;
- Carrying out special Audit assignments o Facilitating and evaluating Risk Management processes;
- Producing and submitting Internal Audit reports to relevant authorities' o Evaluating and reviewing financial internal controls;
- Executing Financial Auditing;
- Carrying out Audit Inspection and Performance Audit;
- Carrying out implementation of Audit recommendations;
- Controlling receipt custody and utilization of financial resources and assets.
- Facilitating financial and operational procedure to ensure value for money.

Makerere University Business School - Auditor June 2011- 2018:

Job Summary:

Assisting Director Internal Audit in the performance of audit assignments and investigations, often undertaking specific assignments with minimal supervision. Completing allocated work within the required time frame to required standard.

Responsibilities:

- Review the effectiveness of internal control systems related to financial, material and Human resource management by planning and conducting professional audits.
- Carry out periodic examination of records and transactions to ensure books of accounts and financial reports are accurate and free of errors and frauds.
- Identifying areas of potential efficiency improvements
- Assess adherence to financial regulation and procedures with regard to receipts, banking and ensure that expenditure control is within the budget estimates.
- Compiling draft audit reports for discussion with Director Internal Audit.
- Examine and verify stock control systems to safe guard the School's assets and ensure that they are used appropriately for the school's operations.
- Performing audits assignments in compliance with the School policies and Government audit standards.
- Conduct special investigations as may be necessary from time to time.
- Any other duties as may be assigned by my supervisor.

Makerere University Business School - Audit Supervisor September 2004 – June 2011:

Responsibilities:

- Scheduling and planning for assigned audits and provident input in developing audit plan
- Conducting performance, financial and compliance audit/reviews and generating requisite reports

- Assisting in audit planning, conducting interviews, reviewing documents, administering surveys and preparing working papers.
- Performing audit procedures including, but not limited to identifying issues developing criteria, reviewing and analyzing evidence and documents for students and other stake holders' processes and procedures.
- Identifying and defining audit issues to provide objective recommendations of areas reviewed.
- Communicating the results of the audit and providing written reports and oral presentations to the head of Audit.
- Supervises the follow up process on the status of corrective action as needed.
- Develops and maintains productive client, staff, and management relationships through individual contacts and group meetings.
- Performs related work as may be assigned by the Head of Internal Audit.

Makerere University Business School. - Accounts Assistant - MUBS Revenue Office (July 2002 to September 2004):

Responsibilities:

- Preparation of monthly and quarterly Financial Reports.
- Checking and inputting of receipts in the computerized accounting system.
- Filing all accounting documents in properly labeled files
- Preparation of bank Reconciliation
- Reconciliation of accountability for periodical cash disbursements
- Coding the receipts according to cost centers code and income code.
- Receipting and issuing receipts to students and other clients.
- Ensuring that university accounting procedures and controls are adhered to

Education Background:

- **MSc Accounting and Finance** – Makerere University 2013 -2015
- **CPA – Graduate** -Institute of Certified Public Accountants of Uganda Dec 2007 – June 2011.
- **BSc (Hons) Accounting, Auditing and Finance** -Makerere University 2006-2009.
- **Uganda Advanced Certificate of Education – U.A.C.E Certificate** -St Francis S.S Mengo 1997 – 1998.
- **Uganda Certificate of Education – U.C.E** -Moroto High School 1993 -1996