

Summary

A highly motivated and results driven Senior Accountant who has over four years of invaluable experience in leading and developing a successful finance team. Skilled in numerous financial and accounting fields, including: preparing annual budgets, monitoring key accounts and credit control. Having the ability to handle complex assignments effectively & possessing the confidence to work as part of a team or independently. Collaborate effectively with business managers to resolve variances, refine forecasts, and identify opportunities for improvement. Seasoned financial and management accountant acknowledged for sound decision-making abilities, analytical skills, business acuity, ongoing education, and problem solving skills. Strategic, methodical and reliable; enjoy the challenge of resolving long-term issues, and influencing revenue positive outcomes. Recognized for calm demeanor in mediating conflict, and pursuit of delivering consensus amongst stakeholders with diverse agendas. Enjoy opportunities to think "outside the box" deriving new solutions to old problems through strategic information gathering, data collection, and comprehensive scrutiny. Persuasive and concise communicator; experienced in dealing with all levels of management in varied industries, and coaching subordinates for greater productivity and understanding.

Skills

Financial

- Cash Flow control
- Management accounts
- Budget preparation
- Financial forecasting
- Economic awareness
- Interpreting financial data
- Auditing
- Strategic thinking

Management

- Predicting future
- Trends Supervisory skills
- Financial regulations
- Decision making
- Managing budgets
- Effective delegation
- Conflict resolution

Personal

- Attention to detail
 - Communication skills
 - Good IT knowledge
 - Presentation skills
 - Problem solving
 - Analytical mind
 - Negotiating
 - Integrity
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Uganda Technology and Management University

Working in a busy and high volume environment driving consistency and best practice across all the businesses units. Responsible for improving the company's cash flow and reducing its arrears by keeping accurate records and ensuring payments are received on time.

Responsibility

- Maintain A sound Accounting system
- Write books of Accounts, process payments and keep up to date records of Accounts in accordance with the UTAMU Financial Rules and regulations.
- File Accounts records and ensure that they can be easily retrieved whenever required and accessible to authorized persons only.
- Participate in the preparation of the University Annual Budget.
- Prepare Schedules for Accounts receivables and accounts Payables and ensure that they are updated regularly
- Monitor advances and accountabilities in compliance with regulations.
- Prepare monthly Bank reconciliation statements of all the Bank accounts of the University.
- Prepare Annual financial reports
- Assisting with all agreed month-end procedures.
- Monthly Payroll in accordance with the law.
- Prepare Monthly Cash Flows Accounting Company
- In charge of managing and supporting the ledger team.
- Providing accurate financial information to colleagues and senior managers
- Identifying areas for cost cutting and improvement.
- Ensuring that all financial controls for the division are met and adhered to at all times.
- Giving advice, guidance and support on all financial matter to the company directors.

AUDIT SENIOR

2016 - Present

SSEKITTO Associates Certified Public Accountants

Responsibility

- Lead a small team responsible for financial statement audits and the delivery of audit products;
- Manage a discrete program, project or task and provide high level assistance in the conduct of audits;
- Provide significant professional or technical support;
- Assist in preparing audit strategies and reports; and
- Assist in the professional development of more junior staff.
- Either individually or as part of a team, undertake financial statement audits in accordance with an approved plan.
- Provide high level assistance in the conduct of audits.
- Identify risk matter and present.
- Ensure compliance with internal and external requirements

RESEARCH EXPERIENCE

AMITY UNIVERSITY INDIA

Masters Researcher (2014-2016)

Budgetary Management and the Performance of the Health sector in Kalangala district local government (Uganda)

OXFORD BROOKS UNIVERSITY UK

Bachelors Researcher (2016-Present)

The Business and Financial performance of Bamburi Cement factory (Kenya)

TEACHING EXPERIENCE

UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY

Lecturer in the School of Business and Management

Facilitate hour-long interactive tutorials with group of 50 students

- Lead 5 inquiry-based lab sections of 25 students by introducing concepts and experiments
- Students reported increased academic confidence and interest in other challenging science courses upon completion of program

LECTURER

2012 – Present

- Zenith Business College
- World Class Business College
- Uganda Technology and Management University

I specialize in Finance and Management paper.

For ACCA (Association of Chartered Certified Accountant) Papers F3, F6, F7.

CPA (U) (Certified Public Accountant Uganda) P1, P8 and P13

UTAMU- Financial Reporting Papers both at undergraduate and graduate level.

TAX CONSULTANT

2014 - PRESENT

Union of African Professionals Limited

To commit ourselves to make a difference in the level and quality of awareness in society by providing professional knowledge and advice that will impart a long term positive change on our clients.

Union of African professionals (UOAP) offers a wide range of accountancy and finance services which include among others, tutorial services in accountancy courses like ACCA, CPA, and CFA

Other services include;

- Audit
- Accounting
- Tax Consultancy
- Training and installation of accounting packages
- Provision of professional and technical financial advice.

Global Telecom Limited as a Financial Accountant

Responsibility

- The proficient preparation of financial reporting in accordance with International Financial Reporting Standards (IFRS) for the Ugandan Operating Unit.
- Adhering to and operating within the framework of the Group's Accounting Policies Manual and providing input to the Group Finance function, where required, to clarify, improve and develop such policies.
- The timely and accurate submissions to Group Finance for inclusion in the overall Group financial consolidation in accordance with established procedures and timelines.
- Keeping and maintaining all financial records, accounts and schedules to the requirements of the company's external auditors and requisite accepted accounting standards and business practices. The punctual and precise computation and reconciliation of current and deferred taxation.
- Ensuring compliance with statutory requirements relative to VAT, withholding tax, excise duty, customs duties, NSSF, payroll taxes, etc.
- Advising the business on efficiencies and opportunities to improve business efficiency and performance on taxation matters.
- Accurately compiling all Uganda Communications Commission (UCC) requirements relative to UCC regulatory reporting and payment obligations in accordance with established procedures and requirements.
- Continuously maintaining effective Balance Sheet risk management through the development and operation of adequate controls and reconciliations of Balance Sheet accounts, specifically.
- Warranting that all Opco fixed assets are properly recorded controlled and status reflected in the Fixed Asset Register and relevant financial reports; conducting the annual asset count and asset retirement reviews in line with established procedures.

- Undertaking that all cash, from retail locations, The Group (Company) and with 3rd parties is efficiently and effectively managed and controlled at all times.
- Monitoring, maintaining and controlling accurate and optimal retail stock supplies at all times.
- Precisely compiling and completing reconciliations of intercompany loans and funding in accordance with established standards and timelines.
- Recruiting, managing and undertaking the ongoing development and training of a Financial Accounting Assistant to operate at the highest standards.
- Working seamlessly with other finance team members and cross- functionally within the Opco to continually improve the control environment within the organization.
- Participating in ad hoc projects and the performance of such other duties as may be required from time to time by the Opco CFO and Financial Con

ASSISTANT TRANSPORT OFFICER

2007 - 2009

New vision group

Responsibility

- Facilitating in advertising and sales promotion effort to increase customer base.
- Overseeing and monitoring drivers' performance and increasing efficiency and effective customer base.

COMMITTEES

SECRETARY – UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY COUNCIL- 2015 - 2016

TERMS OF REFERENCE

- Formulate policy for the University
- Represent the University in all legal suits by and against the University;
- Represent the University in all legal suits by and against the University;
- Receive gifts, donations, grants or other moneys and make disbursements as may be required, on behalf of the University;
- Establish Colleges, Schools, departments, boards, academic programmes and courses of study;
- Provide for the welfare and discipline of staff and students;
- Approve the University budget proposals and the final accounts submitted by the University management;
- Recommend the candidates for the Vice Chancellor and Deputy Vice Chancellor positions to the Chancellor for appointments

SECRETARY – UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY FINANCE, ADMINISTRATION AND GENERAL PURPOSE COMMITTEE OF COUNCIL -2014 - 2016

TERMS OF REFERENCE

- To receive the proposed budget estimates from the Cost Centers for approval by Council;
- To control the banking and investment operations of the Council and to make provision for the examination of all the bills and accounts and for the discharge of liabilities incurred by the University;
- To control all the expenditure of the University under approved Annual Estimates;

- To receive and consider all requests for authorization of expenditure more than the approved Annual Estimates and make recommendations to Council;
- To prepare University Development plans for an approved period and submit to Council;
- To consider and propose fees and other rates to the Council;
- To keep under review approved development programmes and to ascertain that the objectives of the University are being achieved and to make recommendations thereof to Council;
- To prepare and keep up to date an accurate comprehensive inventory of University property;
- To report to Council all matters related to finance, planning, establishment and development;
- To ensure that accurate records are kept on the establishments in the University;
- To conduct a periodic review of establishments considering all recommendations for changes in staff establishments and to make recommendations thereof to Council;
- To make recommendations to Council concerning Terms and conditions of Service or application for variation of Terms and conditions for special leave, study leave or training leave;
- To adjudicate any dispute concerning Terms and Conditions of service or application for variation of Terms and Conditions of service for special leave, study leave or training leave;
- To make recommendations to Council on the fixing criteria of determining entry points in the salary scales of the different grades of University employees;
- To liaise with the School staff Development Committees and co-ordinate the Staff Development programmes of the University.
- To exercise such powers as Council may from time to time delegate to it.
- The Director, Finance and Administration shall be the Secretary to the Finance, administration and general purpose committee

**SECRETARY – UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY FINANCE
COMMITTEE OF MANAGEMENT- 2015 - PRESENT**

TERMS OF REFERENCE

- Receive financial status reports from accounts department regarding the debtors and creditors of the university from time to time and advise management on the most transparent and equitable form of spending the limited resources of the university within the core activities
- Advise on appropriate strategies for mobilizing finances for the university especially regarding the implementation of the fees collection policy of the university.
- Receive reports from the procurement committee of the university and advise on the most economical and competitive way of acquiring services, works and supplies needed by the university.
- Ensure that there is a known procurement plan and a shortlist of bidders for the various requirements which shall enable all requirements for the university to be acquired timely and in the most economical and competitive way without affecting the flow of activities.

Academic

2017-Date	PhD Student- Kyambogo University- Management Specialization
2014-2016	Master of Finance and Control- Amity University India (First Class)
2010-2014	Member - Association of Chartered Certified Accountant, (ACCA)
2014-2015	Member – Institute of Certified Public Accountant Uganda (ICPAU)
2010-2013	Oxford Brooks University UK Bachelor of Science in Applied Accounting
2010-2013	Association of chartered Certified Accountants Professional Ethics Module Certificate
2010-2012	Association of chartered Certified Accountants Advanced Diploma in Accounting and Business
2007-2009	Makerere University Business School Diploma in Business Administration (First Class)
2005-2006	Nyakayojo Senior Secondary School Uganda advanced Certificate of education
2001-2004	Nyakayojo Senior Secondary School Uganda Certificate of Education
1994-2000	St. Aloysius Primary School Primary Leaving Examination

References

1. Prof. Benon C Basheka
Vice Chancellor
Uganda Technology and Management University
Tel: +256 774 600 884

2. Prof. Fredrick I.B Kayanja
Chancellor
Gulu University
Tel: +256-774-922680

3. Prof. Jude T. Lubega
Deputy Vice Chancellor
Uganda Technology and Management University
Tel: +256 774 600 884

DECLARATION

I SSEKITO BAKER, declare that all the information given above is correct and true.