**Sindisiwe Fortune Nene**

Postal Address : 8,3rd AvenueEdenevale1609

Mobile : 083 3175914

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ID No : 9107060700089

**PROFILE**

A motivated, adaptable candidate seeking for intermediate– senior level-position in accounting (Finance Management) which will utilize the organizational and communication skills developed through my involvement in the company.

I am a confident, self-motivated, determined, dedicated person who enjoys working with people and personal contact, with strong communication skills. I am a team player and willing to learn from others and possess an ability to overcome obstacles and setbacks.

**EDUCATION**

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| --- | --- | --- |
| **High School Attended** : | | Leneha Tumisi High[Vryheid, KwaZulu-Natal] |
| **Highest grade passed** | : | Grade12 |
| **Year** | : | 2008 |
| **Institution** | : | Mangosuthu University of Technology[Durban, KwaZuluNatal] |
| **Qualification** | : | National Diploma in Accounting |
| **Modules** | : | Financial Accounting  Auditing  Taxation  Economics  Business Calculation  Business Information system  Cost Accounting  Communication  Management Accounting  Advanced Law |
| **Status** | : | Graduated |
| **Year** | : | 2011 |
| **Driver**’**s License** | : | C1(code10) |

# TRAINING AND DEVELOPMENT ACTIVITIES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course name : Municipal Finance Management

Name of Provider : Tradesman Consulting and Training Solution

Duration : 12Months

NQF level : 6

# COMPETENCIES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Knowledge of the Venus Financial system

Budgeting and Reporting Management

Team leadership and developing others

Knowledge of the Public Sector legislation

Constitution of the Republic of South Africa

MFMA/PFMA/Municipal Systems Act & Municipal Structures Act

PPPFA/BBBEE/National Treasury regulations and SCM Regulations

# ACHIEVEMENTSAND AWARDS \_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Institution : Tradesman Consulting and Trading Solution

Year of Achievement : July2015

Name of the Certificate : Municipal Finance Management

Name of the Institution : Deloitte

Year of Achievement : February2015

Name of the Certificate : VAT

# WORK EXPERIENCE \_\_\_\_\_\_\_\_\_\_\_\_ Employer – Mpofana Municipality

**Start Date** : January2013

**End Date** : Currently

**Role** : Financial Management Clerk

# Duties : Budget Section

* Monitoring and evaluating compliance with policies and procedures.
* Preparing and presenting Operating Budget reports to the Chief Financial Officer regarding recommendations, interventions and financial strategies.
* Comparing actual expenditure and variances to approved operating budget.
* Preparing cash flow statements, grant status and financial summaries.

# Expenditure Section

* Analysing and approving expenditure recording processes referring to information detailed in supporting documentation and resolving deviations from procedures.
* Providing support with regards to the consolidation of expenditure transactional information to facilitate the production of Financial Statements.
* Preparing statistical reports depicting short to medium term expenditure trends inclusive of explanations to support specific deviations
* Monthly actual reports to Head of Departments and expenditure monthly analysis report to the CFO
* Reconciling creditor accounts and claims(e.g. insurance claims)and proceeding with the posting and balancing of ledger accounts

# Revenue Section

* Analysing and verifying transactional recordings, income reports and summaries and, processing or approving adjustments to entries with due consideration given to settlement adjustments, cash flow requirements and payment terms
* Analysing and approving revenue recording processes referring to information detailed in supporting documentation and resolving deviations from procedures.
* Providing support with regards to the consolidation of Income transactional information to facilitate the production of Financial Statements.
* Preparing statistical reports depicting short to medium term cash flow trends inclusive of explanations to support specific deviations.
* Interacting with the internal / external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Account receivable transactions

# Employer – Mthashana FET College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Start Date** | : | January-2012 |
| **End Date** | : | November-2012 |
| **Role** | : | junior Lecturer(Accounting) |
|  |  |  |

# Chapters Covered

The Accounting Environment

-Financial accounting versus managerial accounting

-Development of financial accounting standards

Accounting and its use in business decisions

-Financial statements of business organizations

-Transactions affecting the income statement and/or balance sheet

Recording business transactions

-The use of ledger accounts

-Analysing and using the financial results—Horizontal and vertical analyses

Adjustments for financial reporting

-Adjustments for deferred items

-Analysing and using the financial results—trend percentages

Completing the accounting cycle

-Preparing financial statements from the worksheet

-Journalizing adjusting entries

-Analysing and using the financial results—the current ratio

Measuring and reporting inventories

-Importance of proper inventory valuation

-Departures from cost basis of inventory measurement

# REFERENCES \_\_ Mpofana Municipality

|  |  |
| --- | --- |
| Name : | Mr. P Molefe |
| Position : | ExpenditureAccountant |
| Contact details : | 0720979337 |
| Name : | Mrs. T Cele |
| Occupation : | Budget Officer |
| Contact details :  **Mthashana FET College** | 083 7272 845 |
| Name : | Mr. S Nyathikazi |
| Occupation : | Senior Lecturer |
| Contact details : | 0735277220 |