**OMENCE MURAWU | M.Acc, Grad ICSA, B.Com Hons Accounting**

**Address:519 Coghlan Avenue, Bulawayo**

**Location: Bulawayo, Zimbabwe**

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**Interview Availability: Flexible via Telephone, Skype and in person**

Professional profile

I am an accounting professional with more than Ten (10) years of experience in Financial Statement Audit, audit of internal controls, Financial Reporting, Risk Analysis, Financial Planning and Tax Advisory. I possess a Master of Commerce Degree in Accounting, a Bachelor of Commerce Honours Degree in Accounting; an ICSA (full CIS) Graduate status by examination (working to upgrade to Associate Status-ACIS). I am currently working on attaining my ACCA qualification by December 2021. I am passionate about the Accounting Profession and willing to start new challenging role.

Core skills

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| * Financial Statement Audit and audit of Internal Controls up to report writing * Business acumen and identification clients’ specific needs. * Risk-based audit planning and engagement management with excellent team building skills * Application of International Standards on Auditing and International Standards for the Professional Practice of Internal Auditing when conducting audit assignments. | * Financial products profitability analysis and presentation * Financial reporting * In-depth understanding and application of IPSAS, IFRS, IASs and US-GAAP * Advanced Microsoft Excel and Evolution skills * Conversant with statutes and other governance guidelines. * Excellent staff training and grooming skills |

Career summary

**November 2015 – Present Runde Rural District Council**

**Position Internal Auditor**

***Reporting to:*** ***Head of Internal Audit***

*Key responsibilities*

* Work with the Head of Internal Audit Department in developing, communicating and implementing the Annual Audit Work Plan for the Council.
* Guide junior audit staff in performing substantive procedures on stock management, to identify and detect misappropriation and fraud as well as recommending controls to minimise those risks.
* Schedule and manage audit assignments in line with the approved annual audit work plan.
* Develop audit programmes to guide the engagement staff in obtaining sufficient evidence for respective assignments
* Continuously assessing adequacy and the adherence to procedures and internal controls.
* Work with the Head of internal audit on advising the council on ways to observe value for money on council activities
* Providing administrative and technical assistance to both Audit Committee and external auditors
* Undertake investigations in areas, including fraud, disciplinary and to complete value for money reviews.
* Conducting special investigations as assigned and report on findings.

**October 2018 – Present MBM Certified Chartered Accountants (Zimbabwe)**

**Position Audit Supervisor- Periodic**

***Reporting to: Audit Manager***

*Key responsibilities*

* Supervising junior staff on accounting, tax consultancy and audit assignments to ensure performance in line with IFRS, applicable tax laws and International Standards on Auditing, (ISAs)
* Reviewing clients’ internal controls and accounting systems and determining the audit strategy for the audit team.
* Reviewing and preparing client entities’ single entity and consolidated financial statements for compliance with International Financial Reporting Standards, (IFRS)
* Preparation of clients’ financial statements under the IFRS and IPSAS
* Computation of the Tax payable and handling complex tax issues for client organisations.

**December 2012- October 2015 Nyaradzo Group**

**Position Accountant-Life Assurance Services**

***Reporting to: Group Accountant***

Key responsibilities

* Performing product profitability analysis for investment and risk teams
* Preparation of presentation packs for decision making and board meeting
* Reviewing division’s KPIs for life assurance products on monthly basis
* Perform cost management activities relating to the Life Assurance services
* Review and update finance procedures in accordance with the internal controls review schedule
* Support a number of senior leaders in areas including budgeting, forecasting and ad hoc tasks as required
* Perform any other support duties across functional projects as required.

**Feb 2009 – April 2011 Min of Local Govt, Public Works and Urban Development (Mat North Province)**

**Position Provincial Accountant**

***Reporting to: Chief Accountant***

*Key responsibilities*

* Coordinate CAPEX and OPEX project proposals for approval
* Preparing quarterly management reports for individual projects in the province for analysis and decision making
* Prepare and provide monthly, quarterly and annual financial reports for funded projects for internal decision making purposes
* Controlling. monitoring and analysing provincial expenditure to ensure compliance with fund requirements and that the expenditure is within budget limits, (Provincial Budget management and analysis)
* Employee pay-sheet management and analysis to establish trends and ensure compliance
* Ensure timely statutory deductions remittances with relevant authorities.
* Performing monthly bank reconciliations

Education and qualifications

* **Master of Commerce Degree in Accounting** – Midlands State University
* **Grad ICSA (CIS)–** Institute of Chartered Secretaries and Administrators Zimbabwe
* **Bachelor of Commerce Honours Degree in Accounting, 2.1 –** Great Zimbabwe University
* **Certificate of Proficiency in Pensions and Providence Fund Management-Trusteeship-**Institute of Insurance Zimbabwe
* **11 O’Level Passes, 6As, 3Bs, 2Cs including Maths and English-2003**

Current Studies

**Association of Certified Chartered Accountants (ACCA)**

**Passed/exempted: Financial Accounting (FA)**

**Corporate and Business Law (CL)**

**Management Accounting (MA)**

**Business and Technology Management (BT)**

**Taxation (TX)**

**Financial Reporting (FR)**

**Audit and Assurance (AA)**

**-Financial Management (FM) -Pending**

**-Strategic Business Leadership (SBL)-Pending**

**-Strategic Business Reporting (SBR)-Pending**

References

1. Dr S Chateuka 2 Mr P Mambodza The Audit Manager The Chief Internal Auditor The Audit Manager Runde Rural District Council MBM Certified Chartered Accountants Cell: +263782780767 Cell: +263772236493