

Curriculum Vitae

1. PERSONAL INFORMATION

Name: Thomas Jay Kanu

Date of Birth: 26th December, 1972

Place of Birth: Kalangba town, Ngowahun Chiefdom
Bombali District, Sierra Leone

Nationality: Sierra Leonean

Marital Status: Married

Home Address: 10 Muctarr Lane, Kossuh Town
Freetown

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Freetown

2. EDUCATION

A) ACADEMIC

[2014-2016]

Institution: Njala University, Sierra Leone

Thesis Topic: “Health Care Financing in Low Income Countries”

Award: Master in Business Administration (MBA-Finance)

ID: 22136

Modules Covered:

First Semester

- 1) Accounting for Managers,
- 2) Financial Markets,
- 3) Microeconomics Analysis,
- 4) Quantitative Methods,
- 5) Marketing Management, and
- 6) Business Law.

Second Semester

- 1) Management Process,
- 2) Statistics,
- 3) Financial Management,
- 4) Macroeconomic Analysis,
- 5) Portfolio Management, and

6) Behavioural Science.

Third Semester

- 1) Advanced Computer Application,
- 2) Advanced Human Resource Management,
- 3) Business Research Methods,
- 4) Investment Management and Portfolio Theory,
- 5) Entrepreneur Development, and
- 6) Business Policy and Strategy.

2007 – 2010:

Institution: Institute of Public Administration and Management
(IPAM), University of Sierra
Leone.

Award: Bsc. (Hons.) in Applied Accounting

Grade: Second Class, First Division (2:1)

1998 – 2000:

Institution: Institute of Public Administration and
Management. (IPAM) 'University of Sierra
Leone.

Certificate Awarded: Technician Diploma in Accounts (TDA)

1994 – 1995:

Institution: Bishop Johnson Memorial Secondary School,
Fourah bay Road, Freetown.

Level Attained: Form 4 - 5

Certificate Attained: G. C. Ordinary Level

1990 - 1994:

Baptist Secondary School, Gbendembu,
Bombali District.

Level Attained: Form 1 - 4

B) OTHERS

23rd - 24th September, 2019:

Institution: African Institute of Management Science.

Program: Fraubd detection, Analysis and Investigation

13th - 24th March 2017:

Institution: African Training Institute (ATI), Pretoria, South
Africa.

Duration: 2-weeks intense training program on Treasury
Management.

TOPICS COVERED:

Part 1: Finance and Treasury Management

Part 1 of the training covered four sections. All the four sections were divided into sub topics as shown below:

1. Finance, Treasury Structure and Operations

- (i) Treasury Regulations; Interpretation, Implementation and Compliance, and Cost management and Control.
- (ii) Essential Financial Skills for Senior Managers, Risk Management and Internal Controls.
- (iii) Financial Management of Capital Projects, Project management for the Public Service, and Corporate and Institutional Governance.
- (iv) Role of Treasury and relationship to the Finance function, and improving Service Delivery in the institution.
- (v) Treasury functional responsibilities, Treasury strategy, governance, policy and processes and controls and Treasury Organisation
- (vi) Interfaces between treasury and other departments, Treasury counterparties, and greater alignment of planning and budgeting processes.

2. Treasury Processes, Risk Assessment and Controls

- i. Risk Management and Internal Controls in in an institution, produce guidelines and standards to reflect the organization's values for conducting business.

- ii. Treasury process model – front, middle and back offices, controlling operational risk, assessing the nature and extent of the risks associated with the department's operations
- iii. Deciding on an acceptable level of loss or degree of failure and deciding how to manage or minimise the risk.
- iv. Monitoring, reporting and, from time to time, reassessing the level and implications of the risk exposure.
- v. Establish information flows that will indicate unfavourable trends and trigger corrective actions.

3. Cash Forecasting and Expenditure Management

This section dealt with the following areas:

- i. Strategic and Operational Planning for Public Service Budgeting, Common cash forecast terminology and technique
- ii. Making transfer payments ahead of schedule, or other payments ahead of their due dates and failing to forecast the timing and amounts of material cash flows.
- iii. Prevention of unauthorized, irregular or fruitless and wasteful expenditure.
- iv. Financial management of capital projects, and corporate and institutional governance in the public service.

- v. Liquidity management combined with elements of credit portfolio risk measurement.

4. Treasury Management Systems

This section covered uniquely Treasury Management, regulations and policies of the discipline. Some of the study areas include:

- i. Public financial management and legislations, policies, public sector treasury regulations, interpretation, implementation and Compliance.
- ii. Sound financial systems and processes, producing the necessary information to managers, and effective management of revenue.
- iii. Unqualified consolidated financial statements, prepared on the accrual basis.

Part 2: Procurement & Treasury Management

Part 2 of the Treasury Management training covered the relationship between Treasury and procurement.

Part 3: Human Resources & Treasury Management

- i. Governance, Treasury Performance and Accountability
- ii. Role of Leadership Development in Human Resource Management (HRM)

Part 4: Data Entry System

This section covered three software programs:

Microsoft Excel, Microsoft Project and Microsoft Access

21st – 22nd October 2011

In-house Training:

Institution: National Social Security and Insurance Trust:

Topic: Social security administration and frontline services

22/11/2003: Inhouse Training;

Institution: National Petroleum Company

Topic: Internal Customer Care

Key Principles:

- Body Language
- Active Language
- Relationship with Internal Customers.
- Answering queries and complaints
- Giving feedback or return customer's call.

3. COMPUTER LITERACY

SOFTWARE	OPERATIONAL KNOWLEDGE
CSS, HTML, Javascript	
Microsoft Word	Very Good
Microsoft Excel	Excellent (I can analyse data and develop a Dash Board for Presentation)
Microsoft Project	Good
Microsoft Power Point	Very Good
SUN System	Good
Sage Line 100	Very Good

4. WORK EXPERIENCE

September 2006 – March 2012:

Institution: National Social Security and Insurance Trust (NASSIT)

Designation: Benefit Officer

Responsibility:

1. Facilitate the payments of End of Service Benefits of government Retirees, Death gratuities and all categories of Social Security benefits (survivors, Retirement, and invalidity).

2. Prepare daily, weekly, monthly and annual reports. For all benefit payments administered by the Trust.

March 2012 – March 2014:

Realigned to the processing of Social Security Benefits)

Designation: Senior Benefit Officer, Processing

Responsibility:

1. Processing of social security benefits (survivors, Retirement, and invalidity benefits).
2. Prepares daily, weekly, monthly and annual reports for processed benefit application.

March 2014 – To Date:

Transferred to the Investment and Projects Division

DESIGNATION: Treasury Management Officer

RESPONSIBILITY:

1. To Manage and maintain the Trust's liquidity level to meet its core mandate, (Payment of Benefits to qualified claimants)
2. Make sure that the cash balances at the banks are not in excess of the monthly requirements set for each bank. Idle funds are invested.
3. To give professional advice to the Treasury Management Committee in making decisions for the investment of surplus funds in Call or Fixed deposits, in order to edge these funds against inflation.

4. Prepare and provide the Z-scores that show the exposure limits of the Trust to the Commercial Banks, this to guide the Treasury Management Committee on investment decisions.
5. Monitor the Financial Market and prepare bid documents and participate in the auctioneering process for Government Securities, by the Central Bank (Bank of Sierra Leone).
6. Prepare monthly, quarterly, semiannual and annual reports on treasury activities of the Trust.

[Dec. 2000- March 2006]

INSITUATION: National Petroleum Co. Sierra Leone Ltd.

DESIGNATION: Accounting Assistant (Account Payable Unit)

RESPONSIBILITY:

- Supervision of three (4) Account Clerks and (1) filing Clerk
- Preparation of Daily Vault Report and Age Analysis
- Preparation of Junior Staff Payroll
- Reconciliation of Bank Statements to the Memorandum & Nominal Ledger Cash Book
- Posting Receipts to the Cash in Transit Account in the Nominal Ledger as well as, Banking slips & Debit advices, using the Accounting Package “**Sage Line 100**”.
- Posting of all cheque vouchers to the respective expense accounts paid.
- Preparation of Quarterly Variance Analysis

- Monitor the sales log of main products (petrol, diesel, kerosene and Marine fuel oil) from the terminal to ascertain dealers' commissions.
- Monitor the supply vouchers of liquid petroleum gas (LPG) to balance off the balance.

[2004- 2005]

INSITUATION: Helen Keller International

DESIGNATION: Volunteer

RESPONSIBILITY:

1. Helping in the distribution of Evermectin (Mectizan) tablets for the prevention of onchocerciasis (river blindness)
2. Helping in the distribution of Diethylcarbamazine citrate (DEC) for the treatment and prevention of elephantiasis.

5. REFERENCES

1. **Dr. Samba Moriba**

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Allen Town, Freetown

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2. **Dr B.I.B Kargbo**

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