

I am an ACCA qualified accountant and a self- starting individual who enjoys challenging positions, possess many creative and organisational attributes, have good communication skills and adapt easily to new environment. I have experience in different roles in finance, risk management, external audit, internal audit and fraud investigation .Currently I am working as Risk and Audit Adviser with Embassy of Ireland. My job in summary entails risk management, financial management support, internal control checks, detailed analytical review of financial statements and financial reports of partners.

In my previous employment with KPMG and Pestors Chartered accountants my role surrounded external auditing of different companies including banks.

EMPLOYMENT HISTORY

1. STANDARD BANK MALAWI (Country Head, Financial Crime Control - August 2015 to date)

Responsibilities,

- Plan and scope investigation to ensure adequate investigatory focus.
- Control, secure and reference evidence acquired during forensic investigation
- Consult with Group and subject matter professionals such as legal and other parties to ascertain the best course of action for the bank.
- Perform investigative interrogations of persons of interest (where required).
- Review investigation reports for all country investigators
- Present evidence in disciplinary enquiry, criminal courts based on factual findings from investigation report;
- Adopt where appropriate, litigation support role in respect of investigations in which bank wishes to adopt civil legal proceedings

- Perform fraud awareness and fraud prevention/detection presentations to key stake holders as and when required

- Draft for review and present investigation reports to internal stake holders Perform post-fraud control reviews to identify the failings in the control environment which led to/facilitate the financial crime or misconduct.
- Recommend, implement and maintain forensic investigations standards/best practice.

2. EMBASSY OF IRELAND (Risk and Audit Advisor January 2014 –August 2015)

Responsibilities,

- Risk assessment of all partner organisations
- Advise the embassy on risk management and coordinate risk management processes in the embassy.
- Interrogate a range of accounting systems and advise on risk exposures
- Support Irish Aid programmes in risk management
- Development of risk and audit policies and practices and review of the same from time to time.
- Assessment of partner organisations' accounting systems
- Review of financial statements and financial reports of partners
- Ensure all partners comply with International accounting norms and standards
- Liaise with external auditors on yearend audits and commission special external audits for partners.
- Prepare various reports to Irish department of trade and foreign affairs
- Undertake investigative assignments on fraud and irregularities

- Participate in various economic and financial management working groups with other development partners such as World Bank, African Development Bank, European Union and DFID.
- Provide support to the public financial management function in the embassy

3. ACTIONAID INTERNATIONAL MALAWI (Internal Audit Manager October 2010 – January 2014)

Responsibilities,

- Prepare annual plans and budgets for the internal audit unit, tracking and managing the expenditure for the unit according to annual budget.
- Develop audit programmes for auditing all units, programmes, projects and partner organisations.

- Liaise with external auditors on yearend audits, project audits and partner audits.
- Analyse financial review reports and external audit reports of all partner organisations and ensure recommendations are implemented.
- Perform value adding and risk based audits across the organisation and partner organisations to verify adherence to AAIM policies and procedures, laws and regulations, donor requirements and accounting standards and policies.
- Prepare and present internal audit and risk reports to the Audit and Risk Management Committee and various reports to the Head of Internal Audit ActionAid International.
- Review financial records and other reports, systems and controls maintained in all AAIM offices and in partner organisations.
- Carry out physical checks on projects to verify existence and status of outputs in relation to programme reports.

Raise awareness of audit processes, purpose and findings to staff and other stake holders.

- Report to the Board of Directors on progress of risk management mitigation plans and give adequate information to the board for risk oversight.
- Perform risk assessment in all functions and report on adequacy and progress of mitigation plans, compile the organisation risk register, update the risk register accordingly throughout the year and advise management on risks.
- Assessment of new partners on risk management and review financial management assessment by the finance function on all new partners.
- Conduct follow up audits on internal and external audits
- Raise awareness of whistle blowing policy, fraud policy and risk management to staff and partner organisations.
- Undertake investigative assignments on fraud and irregularities and other specific audits where relevant.

4. KPMG REGISTERED AUDITORS AND BUSINESS ADVISORS (Senior Auditor Sept 2008 October 2010)

Responsibilities,

- Planning and budgeting for audit engagements
- In charge of an audit engagement and leading the audit team
- Assessing audit risk
- Evaluation of Internal controls
- Liaising and negotiating with clients for accounting and audit queries that may arise.
- Carrying out audit tests
- Analytical review of client's financial statements
- Make recommendation on internal control failures

PESTERS CHARTERED ACCOUNTANTS & REGISTERED AUDITORS (Trainee Accountant -Nov 2006- Jan 2008)

Responsibilities,

- Preparing financial statements for clients.
- Preparing management accounts for clients.
- Preparing payroll for clients and managing their PAYE payments with the Inland Revenue.
- Calculating and submitting VAT for client to the Inland Revenue.
- Computing personal tax for clients.
- Preparing yearend tax returns for clients
- Negotiations with clients for accounts queries.
- Coordinating with the Inland Revenue for clients' tax queries.

EDUCATION BACKGROUND

SUMMARY OF QUALIFICATIONS

- CFE - Association of Certified Fraud Examiners – June 2017
- MBA in Finance- University of Leicester England, 2008
- ACCA(Association of Chartered Certified Accountants)- Financial training college- 2005
- Diploma in Accounting – Malawi College of Accountancy-2000

SECONDARY EDUCATION

Bvumbwe Private Secondary School 1997

PROFESSIONAL MEMBERSHIP

- Association of Chartered Certified Accountants
- Association of Certified fraud examiners
- Institute of Chartered Accountants in Malawi