**Goodluck Maruma**

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**PROFESSIONAL SUMMARY**

**A professional with over 9 years’ experience** in Corporate Financial and Donor Fund Management, internal control systems design and Management, Internal auditing, compliance management, Revenue analysis and interpretations, Management Accounts preparation and reporting and Financial Reporting, able to deliver and work with a team to deliver expectations. Also, Conversant with Multiple ERPs including Quick Books, Palladium and Microsoft Nav**.**

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| **SKILLS** |  |
| * Results-oriented * Focused * Tolerable to stress * Excellent interpersonal skills | * Commitment * Ability to motivate staff and maintain good relations. |

**EXPERIENCE**

**Group Chief Accountant,** ZEK Group International Ltd (*December 2020 – Present)*

* Producing and implementing standard operating procedures for maximum compliance to corporate and statutory policies while insuring maximum delivery of results by each team member.
* Updating a risk management framework, calculating risk level using their likelihood and impact to the Group, defining risk appetite and advising on ways to mitigate the risks.
* Coordinating subsidiary and Group internal and external audits, preparing consolidated final reports with supporting documents, ensuring audit findings are actioned and done on time as per internal planning.
* Training other staff on internal procedures and accounting practices.
* Preparing accurate consolidated month-end management reports for effective decision making, with recommendations on areas that need attention.
* Reviewing and managing compliance to accounting processes and continuously identifying improvement opportunities.
* Providing trainings on new developed procedures to Subsidiaries.
* Successfully designed and implemented a new internal control system for the new Business Mall Construction Project.
* Assisting subsidiary Finance Managers on developing budgets.

**Finance and Operations Manager,** CBM International (*July 2019 – November 2020)*

*The Organization had 11 projects all over the country with a budget of USD 4.3 million a year.*

* Handled finances of the Country Office in line with CBM standards, local regulations, and applicable donor regulations.
* Prepared external and internal audits and provided necessary financial information as may be required.
* Implemented Financial Settlement and Monitoring of Partner Projects according to CBM’s partner management regulations, provided training and support to partners and program managers to prepare financial reports for donor reporting, justifying variances, proposing revised budgets where appropriate and responding to all finance related queries.
* Provided regular budget monitoring reports (budget vs. actual expenditures) and other financial reports to budget holders as required for periodical analysis and provide recommendations for budget realignments as required.
* Issued contracts to suppliers and consultants in accordance with CBM rules and regulations and arranged payments accordingly.
* Managed the efficient running of the Country office premises, maintain adequate supplies and ensure adequate record keeping and documentation.
* Organized local and overseas visits of CBM staff and visitors on official work, in liaison with host programs/organizations including liaison with travel agents, embassies etc.
* Organized Safety and Security trainings to staff and Office Guests and insured a safety working space at all times.

**Finance Officer (Project),** COWI Tanzania (*January 2017 – June 2019)*

*This was a 5 year project for Business Environment Strengthen Tanzania, Dialogue component (BEST Dialogue) with a budget of USD 3.8 million a year. Project ended in June 2019.*

* Cooperated with GRANTEES to ensure Donor Funds are managed and results are achieved as per Donor expectations.
* Conducted Capacity Assessment to GRANTEES to assess their capacity to manage Grants and advised on the gaps found.
* Trained GRANTEES on Fund management techniques for their sustainability after Project end.
* Created a live database for Grants Disbursement and consultancy installment payments.
* Consolidated GRANTEES’ financial reports for Donor reporting and valuation of success stories.

**Finance and Administration Officer,** Good Neighbours International (*January 2014 – December 2016)*

* Streamlined internal control systems that successfully increased a budget execution rate from an average of 56% to an average of 89% per year in 2014 to 2016.
* Created a tender evaluation form for Shinyanga Area Office that helped tenders to be evaluated fairly by having a fair comparison between bidders.
* Handled banking processes, payroll and filling system, prepared monthly bank reconciliations, and scanned all financial supporting documents to KOICA on monthly basis as per Donor requirement.
* Maintained up-to-dated personnel data (staff contract, leave management and up-to-date personnel information)
* Prepared Area Office payroll paid salaries and wages together with all payroll taxes and contributions on time to avoid interests and penalties.

**TRAININGS**

**Financial Management and QuickBooks**, Good Neighbours International, 28th July to 1st August 2014

**Financial Management and QuickBooks**, Good Neighbours International, 16th to 19th June 2015

**Basic Advocacy and Public-Private Dialogue Skills to PSOs**, University of Dar es Salaam Business School, 22nd to 23rd February 2017

**Advanced Advocacy and Public-Private Dialogue Skills to PSOs**, University of Dar es Salaam Business School, 28th to 29th March 2017

**Membership Recruitment and Retention Strategy**, University of Dar es Salaam Business School, 6th to 7th December 2018

**Microsoft NAV 2018 Project Management Module End-User Training**, CBM International, 7th to 9th August 2019

**Leadership for Change**, Peak Performance, 4th to 6th March 2020

**EDUCATION, QUALIFICATIONS AND MEMBERSHIPS**

**Diploma for International Financial Reporting,** Association of Chartered and Certified Accountants (ACCA) (on progress)

**Member,** The Institute of Internal Auditors

**Member, Audit Committee of the Board,** Petroleum Upstream Regulatory Authority (PURA).

**Certified Public Accountant Tanzania (CPA(T)),** National Board of Accountants and Auditors (November 2019)

**Bachelor of Banking and Finance,** The Institute of Finance Management (*November 2013)*