

CURRICULUM VITAE (CV) FOR

GEORGE PAUL MAUYA

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TANGA

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Personal Particulars

Nationality:	Tanzanian
Sex:	Male
Date of Birth:	September 28 th , 1991

Educational Background

November, 2017- CERTIFIED PUBLIC ACCOUNTANT (CPA).

2012 – 2015 – Bachelor Degree of Accounting and Finance in Business Sector (BAF-BS). 2010-

2012 - Certificate of A- level Education at Minaki High school.

2006-2009 Certificate of Secondary Education at Rosmini secondary school

1999-2005 Certificate of Primary Education at Donge Primary school

Experience

APRIL, 2023 TO DATE – Senior Internal Auditor and Investigation at Vision Fund Tanzania

DUTIES AND RESPONSIBILITIES

1. Participate in developing and preparing the annual audit plans, outlines the activities undertaken by the Internal Audit department during the year.
2. Perform audit of the MFI assets to ascertain that they are properly recorded and safeguarded from theft, fraud, and misappropriation and as well as to perform audits of the MFI's liabilities and ascertain that they are accurate and genuine.
3. Review and advise degree of compliance of MFI business to its internal policy and procedures as well as VFI policies.
4. Review, appraise and advise accordingly the soundness, adequacy and efficiency of accounting, financial, business operations, MIS, HR and other internal controls and detect irregularities and illegal acts.
5. Carry out independent assessment of the application and compliance with the established company policies, procedures and regulations.
6. Ensure all working papers are completed and in order cross-references, date, work descriptions, clearance and publish reports within the set standards.
7. Assist in execution of the external audits as well as examinations to be conducted by government regulatory agencies.
8. Assist Head of Internal Audit and Investigation to perform monthly review on capital adequacy and liquidity position of the bank and Bi – Weekly meeting with Internal Audit staff to discuss audit issues, regulatory issues, emerging risks.
9. Carry out the procedures outlined in the Internal audit plan under the supervision of a supervisor.
10. Maintain an educational program to continually develop skills and use technology to continually learn, share knowledge with team members and enhance service delivery.
11. Follow up on audit recommendation with management.

MAY, 2022 – APRIL, 2023 – Grants Officer at Deloitte Consulting Limited

1. Coordinate the grant making process from solicitation to contracting including the review of sub grantee proposals and budgets.
2. Review fund requests from sub grantees and make sure that they are within the agreed budget and aligned to the policies.
3. Request funds on behalf of sub grantees for their day to day activities.
4. Review accountabilities after funds disbursement and retirement by the by the sub grantee and check that activities were carried out as per the approved budget.
5. Prepare the payroll for sub grantees and review statutory deductions making sure all are submitted in a timely manner.
6. Collect and review bank reconciliation from sub grantees.
7. Prepare, allocate and post payments for sub grantees into the system.
8. Prepare budgets for training and meeting and arrange venues for program activities.
9. Collect and review documents for vendors and submit to the headquarters for further processing.
10. Ensure all trackers are completed and submitted within agreed deadlines (Advances vs. Accountability Tracker, Statutory deduction tracker, volunteer allowance tracker, Bank reconciliation Tracker, Daily mobile payments tracker/register etc.).
11. Ensure the sub grantees fixed asset register is up to date and verification are done annually.
12. Ensure smooth and proper management of the audit process from initiation, field visits, responding to issues and exit (sign off) meetings at all levels.

13. Build the capacity of sub grantees on USAID financial rules and regulations.
14. Provide inputs for the weekly update sessions on sub grantees.
15. Prepare management reports on sub grantees performance and disbursement status on a monthly basis.
16. Conduct supportive supervision for assigned sub grantees (portfolio) on a quarterly basis.
17. Prepare quarterly grants and finance reports on sub grantees' performance and submit to the grants manager.

JULY, 2019 TO MAY, 2022 - Internal Auditor at Tandahimba Community Bank.

DUTIES AND RESPONSIBILITIES:

1. Overall management of the Internal Audit Unit.
2. Prepare and implement annual audit plan and any other special tasks or projects as assigned by management or Audit committee.
3. Issue periodic, quarterly and annual reports to the Audit Committee and management summarizing the results of the audit activities.
4. Conduct Investigations of frauds, thefts and malpractices within the bank and issue report of findings to management and Audit Committee.
5. Ensure that Internal Audit guidelines including Audit policy, manual and charters are in place and updated.
6. Determine whether the bank's frame work of risk management, control and governance processes as designed by management is adequate and functioning in a manner to ensure that risks are appropriately identified, assessed and managed.
7. Attend and submit reports at management committee meetings/ board.
8. Co-ordinate and facilitate activities of external auditors / Bank of Tanzania examiners.

9. Evaluate internal control systems of the bank to determine whether they are adequate and provide a means of safeguarding the assets of the bank.
10. Follow up the implementation of recommendations made by external auditors and Bank of Tanzania.
11. Perform any other duties as may be assigned from time to time by General Manager.

DECEMBER, 2018–JULY 2019 – Financial Accountant at KATANI LTD.

DUTIES AND RESPONSIBILITIES

2. Assist director of finance and human resources in reviewing katani ltd budget and ensuring it is being followed accordingly.
3. Ensuring that listings and ledgers shown in final accounts corresponds with ledgers in accounting system.
4. Prepare corporate tax and make sure it is paid in due date after being verified by director of finance and human resources.
5. Verifying all statutory amounts payable of katani ltd and its units before payments.
6. Ensure reconciliation is done by all katani ltd units among themselves and bank reconciliation.
7. Prepare consolidated monthly performance report.
8. Prepare consolidated financial report annually with senior corporate accountant and necessary documents for auditing.
9. Ensure all accountants of all units of katani ltd are proficient in using accounting system and assistant should be provided for those who need improvement.
10. Prepare consolidated budget for katani ltd as a whole.
11. Ensure internal control system is proper and observed by all accountants and inform director of finance and human resources in case of any improvement if needed.
12. Maintain and update fixed asset register for katani ltd as a whole.
13. Be ready to perform any duty ordered by director of finance and human resources and by managing director.

MARCH, 2018 – NOVEMBER, 2018 – Estate Accountant at KATANI LTD – MWELYA ESTATE.

DUTIES AND RESPONSIBILITIES

1. Verifying all payments to creditors and preparing creditors and debtors report.
2. Act as administrative officer at the estate and as head of accounting department.
3. Preparing documents necessary for auditing and answering management letter concerning the estate.
4. Preparing payments for farmers, Amcos and sacco.
5. Pay roll preparation monthly and weekly for casual workers.
6. Statutory preparation like VAT, PAYE, NSSF, service levy, SDL and WCF.
7. Ensure compliance in accounting procedures and in all expenditures incurred at the estate.
8. Advise estate manager in financial issues at the estate.
9. Prepare terminal benefits for retiring employees.
10. Prepare annual budget for estate.
11. Prepare final accounts for auditing.
12. Prepare holiday schedule for estate workers annually.
13. Bank reconciliation preparation monthly.
14. Prepare daily cost report and daily production report with their respective costs.

JULY, 2017 – MARCH, 2018 – Revenue Accountant at KILIMO ENGINEERING SERVICES (KeS) Subsidiary of KATANI LTD.

DUTIES AND RESPONSIBILITIES

2. Prepare invoice for customers and post them into the accounting system.
3. Pay roll preparation monthly.
4. Prepare all statutory like NSSF, WCF, VAT, SDL, PAYE and service levy.
5. Prepare monthly performance report.

6. Prepare debtors report monthly and annually.
7. Assist finance and administration manager in preparing final accounts for auditing.
8. Reconciliation of current accounts of Katani Ltd units.

MAY, 2016 – JULY,2017 - Assistant Accountant at TANCORD (1998) LTD a subsidiary of KATANI LTD.

DUTIES AND RESPONSIBILITIES

1. Post into the accounting system all expenditures into respective cost center.
2. Prepare VAT return monthly. And post it into the accounting system.
3. Assist Management Accountant in preparing monthly actual performance.
4. Verifying imprest retirement and post them in to the accounting system.
5. Prepare documents for auditing.
6. Prepare daily cost report.
7. Prepare daily report on fast moving stock like oil and other consumables.
8. Manage and update fixed asset register.
9. Assist management accountant and finance manager in preparing annual financial report.
10. Assist finance manager in answering management letter.

JANUARY – MAY,2016 - Teaching accounting subjects at ST. Joseph's commercial school.

DUTIES AND RESPONSIBILITIES

1. Teaching cost accounting at foundation level and Business mathematics at foundationlevel.

Interests.

Reading books and newspapers, watching football games, learning new things Attending professional forums (auditing firm's forum and NBAA forums.)

References.

1. ALOYCE FRATES

OCCUPATION: BUSINESS & MI ANALYST

ORGANIZATION: ABSA BANK TANZANIA

P.O BOX 5137,

DAR ES SALAAM

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2. ADARICK MAKOME

OCCUPATION: REGIONAL PROGRAMME MANAGER

ORGANIZATION: DELOITTE CONSULTING LTD – USAID AFYA YANGU SOUTHERN

P.O BOX 660,

NJOMBE.

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3. MODEST KISSIMA

OCCUPATION: HEAD OF INTERNAL AUDIT AND INVESTIGATION

ORGANIZATION: VISION FUND TANZANIA

P.O BOX 1546,

ARUSHA,

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