

Alex Irenei Ngowi
P. o. Box 5323
Dar es Salaam
23.07.2024
+255 659 950 920
+255 623 908 537

JOB APPLICATION AS AN ACCOUNTANT

I have the honor to apply for a position of Accountant in your Company as advertised on https://www.google.co.tz/_job website. As outline on my CV (enclosed hereby). I am professional Accountant holding Master's degree in Finance (MSC FINANCE), Bachelor degree in Accountancy, Advance Diploma in business studies and I am a member of the Certified Public Accountant (CPA-T and ACCA)

After completion on my studies, I have been working in various company companies as Grants Management Officer, Budgeting and Budgetary Officer, Financial Planning Manager, Finance Officer (FT), Senior Accountant, Finance Manager, Internal and External Auditor, and Tax Advisor etc.

This extensive professional experiences I gained by serving as Finance Officer & Grant Manager at **Cambridge Education Tanzania Limited (CELT)**, **Finance Officer at UN-World Food Programme (WFP)**, Senior Accountant, Tax Advisor and Financial Consultancy at **Ngowi & Company and Audit Max Consultancy**.

As a senior Grant Officer I had successfully managed to oversee and disbursed over **Tshs. 20.2 billion** to 63 implementing partners in under Education Quality Improvement Program in Tanzania (EQUIP-T) of which it was financed by DFID. I also have been serving various clients on write up books of accounts, Prepare financial statement, Taxation, Business Consultancy, Internal and External Audit and financial write up proposal.

I believe I would be an ideal candidate for the position as I have vast experience in Accounting and finance field. I am willing to be re allocated at a short notice.

I have enclosed my CV and I would be happy to supply you with further details should they be required.

Yours sincerely


Alex Ngowi
Alex Ngowi

CURRICULUM VITAE

1. PERSONAL PARTICULARS

First Name:	Alex
Sir Name	Ngowi Irenei
Date of Birth	December 12, 1978
Place of Birth	Moshi – Kilimanjaro
P/Address	P.O.BOX 1708 Moshi- Kilimanjaro
T/ Address	P O Box 5323 Dar es Salaam Tanzania
Tel:	+255 659 950 920 +255 623 908 537
Email	alexngowi@gmail.com Lexas_kj@hotmail.com
Marital status:	Married with three Children

2. EDUCATIONAL BACKGROUND

2021 (Jan) – 2022(May)	National Board of Accountant and Auditors Certified Public Accountant. (CPAT)
2010(Jan) – 2011(July):	University of Wales Master's Degree in Finance (MSC Finance)
2001(Aug) – 2004(Oct)	University of Botswana Bachelor of Accountancy (BAcc)
1998(Aug) - 2001(Oct)	University of Botswana Advance Diploma in Business Studies (DABS)
1992(Jan)-1996(Dec)	Ordinary Level Lyamungo Secondary School Moshi Tanzania

2.1 OTHER QUALIFICATION/ TRAINING

- 1. Certificate in Computer application:** Ms Office package, Kilimanjaro
Institute of Technology and Information, **(KITI)**
- 2. Training on International Financial Management courses (IFMT):** Financial
Package, London School of Business and Finance (LSBF)
- 3. Advance Security in the field Staff safety, Health and welfare - United Nations**

2.2 PERSONALITY PROFILE

- highly integrity and worthwhile trust.
- self-awareness, ambitious and always seeking to learn and grow.
- persistent and flexible to meet beneficial plans and personal goals.
- creative, problem solver and accountable

3.0 VOCATIONAL EXPERIENCE:

Date	Employment	Employer
Sept 2019- July 2024	Senior/Chief Accountant	Ngowi & Company(Chartered Certified Public Accountant)
Jan 2016-August 2019	Grants Monitoring Manager	Mott Mac Donald (Equip Tanzania Limited DFID- Funded Program)
March 2014 to Dec 2015	Financial Management Advisor	African Internet Group (AIG) / Jumia Tanzania
Feb 2012 to JAN.2014	Senior Finance Officer (FT)	United World Food Program (WFP)
Dec 2004 to Dec 2009	Internal Auditor	Muhimbili National Hospital (MHN)

3.11 Responsibilities as Audit Manager / Senior Accountant (Sept 2019 - JULY 2023)

Senior/ Chief Accountant

- Review all accounting transaction and ensure that they are charged on appropriate budget line/ code.
- Ensure that the company maintained liquid cash flow at all time
- Verification of transactions details as to allow to be incorporated/ posted in the system
- Insure that all legal requirements adhered to. Either the company are in compliance with the Current tax laws and regulations and obligations such as, Cooperate Tax, PAYE, SDL, VAT Returns, WCF, NSSF
- Ensure financial report reconcile with General ledger, Subsidiary Ledger and other reconciling items
- Preparation of Companies Annuals' budget and ensure that all department are complied with.
- Tax Health Checks: reviewing of Tax affairs of the Business of previous accounting period to identify potential tax liabilities and appropriate strategy for resolving tax issues and minimizing exposures.
- Prepare Financial Statements
- Review of Company financial report before commencement of audits
- Conducting in-house training for staff on accounting developments including newly published Accounting Standards
- Suggesting improvement in accounting system and financial procedures of the company
- Advisory all matters pertaining to contract that a company enters into.
- Prepare business credit facilities.

3.12 Responsibilities as Grants Monitoring Manager (Jan 2016 to Aug 2019)

- Preparation of 64 Districts budget and ensure that activity planed match with the donor's fund
- Analyze districts financial report and ensures that, the report adhere to the donors' requirement before posting them to the system. Any noncompliance activity needs to be address immediately to both parties.
- Provide reliable assurance on financial reporting data provided by local government which will support upcoming Grant acquisition.

- Conducting substantive testing for all submitted report and ensure that the report match with supporting document provided and reconciled any disbursements un balances expenditures
- Ensured that all expenses are charged on appropriate code in a Epical system as indicated on Government financial guideline
- Update the management on districts Fund position and feedback districts official on accuracy and timeliness financial report schedules.
- Providing quarterly financial training and refresher course to our stakeholders on fund management issues, and any changes on government rules, policy and procedures
- Advising component team leader on Budget vs Actual analysis and slowness of activity implementation.

3.15 Responsibilities as Accountant/ Financial Management Consultancy (March 2014 to Dec 2015)

- Maintaining general ledger and insure that all monthly transaction are posted on time.
- Safeguard company's asset and ensure that its' been registered on company asset register book.
- Supporting companies in setting up financial department and ensure it equip with relevant staff.
- Supervised and managed Internal and external audit reviews
- Manage, Train and supervised Accounting and Administrative department staff.
- Consultancy in Accounting/Finance and Tax Matter
- Negotiating contracts on behalf of the company
- Reconciled all account receivable and payable on behalf of the organization and discussed any discrepancies with personal.
- Preforming monthly bank reconciliation and submit to Head Quarter for approval
- Ensure that the filling system is adequate and up to date
- Performing any other related duties as required

3.13 Responsibilities as Senior Finance Officer UN World Food Programme (Feb 2012 to JAN.2014)

- Supervises and train all Finance staff in Head Quarter and all Sub Offices
- Manage and processing all financial transactions within approved budget line
- Checks the reconciliation of all accounts payable and receivables if they agrees and communicate with creditors and debtors if there is any discrepancies.

- Management of petty cash disbursement and banking system and ensure that funds are spent in accordance with allocated budget
- Ensure monthly bank reconciliation statements agreed per System ledgers and all incongruities are reconciled immediately
- Monitor departmental budget movement and advised fund reallocation when needed
- Ensure that accurate and complete accounting, reporting and internal control systems for all Sub Offices are functioning and that all relevant records are maintained at their capacity level.
- Managing accounting and financial systems in conformity with UNWFP Financial Regulations, Rules and Procedures;
- Preparations of monthly financial statements for HQ and Sub offices to be submitted to Country Director for approved
- Preparation of monthly cash forecast for submission to Rome for approval;
- Reviewing and recommending financial controls for implementation and ensuring that effective controls are in place;
- Performing any other related duties as required

3.16 Responsibilities as Internal Auditor (Dec 2004 to Dec 2009)

- I was direct responsible to oversee hospital's internal controls and evaluate its effectiveness and advised accordingly.
- Reviews of stores procedure if it's in accordance with hospital accounting manual and ensure that all the bin cards are up to date
- Scrutinizing online financial data and compare with signed hard copy for accuracy posting and compliances.
- Quarterly review internal generated journals and make sure that they are accurate evaluated, signed and posted in appropriate financial report.
- Review fixed assets register and make sure that it's has been up- date from to time
- Petty cash reconciliation. Ensure that petty cash disbursement is used and retirements are made accordingly to the hospital's accounting manual and make follow up on any unretired amount.
- Debtor and Creditors reconciliation. Ensure hospital debts are collected and accruals are paid at reasonable time and report any unusual discrepancy
- Conduct surprise cash count to all substation and ensure that all money collected is banked promptly.
- Analyses financial trend, and advise the management accordingly
- Liaising with Director of Finance and Chief Internal Auditor in any matter that needed closer attention.

3.2 NEW SKILLS DEVELOPED

- Tax consultancy, Managerial Accounting & Management skill etc.

3.3 OTHER QUALIFICATIONS

International Financial Management courses (IFMT), Accounting package (Sage line 50 software) IFRS and General computer skills in Windows Operating System (Windows XP and Office Suite), Office Automation tools (Microsoft Office package software. Excel and Power Point) and use of the internet

4.0 CAREER PLAN

To become a cooperate Associate Chartered Certified Accountant who is able to move with fast growth and increase in the number of businesses challenges, challenging financial laws and regulations, and greater scrutiny of company finances.

5.0. HOBBIES: Reading, Football and Lawn Tennis,

6.0 REFERENCES:

- i) Mr George Senyoni
Technical Lead Specialist-Monitoring Evaluation & Learning
EQUIP-Tanzania
P. O Box 34789
Dar es Salaam
Email: senyoni@equip-t.org
gsenyoni@yahoo.com
Cell: +255 (0)767 052959
- ii) Mecklaud Edson
Chief Internal Auditor
Dar es Salaam Stock Exchange
P.O. Box 70081
Dar es Salaam
Tanzania
Email: medson@dse.c.,tz
meckjk@gmail.com
Cell: +255715569781

iii) Rosemary Max National
Finance Officer
World Food Programme
P O Box 7778
Dar es Salaam
Email: rosemary.max@wfp.org
Cell: +255 787720010/ 255 754 223 300