

VIRGINIA MSOFI KUMWENDA

Date of birth: 05TH February 1984
Marital Status: Married
Gender: Female
Nationality: Malawian

Address: Box 1148
Lilongwe
Malawi

Phones: +265 996 087 405
Email: virmkumwenda@gmail.com

PERSONALPROFILE

Virginia is a Bachelor Degree holder obtained at the University of Malawi Polytechnic and she is currently studying for ACCA professional final stage.

Virginia is currently working with FHI360 as a Finance and Grants Officer, since May 2018. Prior to that she has worked part time for FHI360 as a Finance Associate and prior to that she has worked for AMG Global as an audit senior. Prior to that, she worked for Mwenelupembe Mhango and company, one of local leading Audit firms in Malawi, as an Audit Senior. Virginia has also worked for St Gabriel Hospital as an Internal Auditor. She has also worked for PeterHoldsworth and Company as an Auditor.

PERSONALATTRIBUTES

- Ability to communicate ideas and analyze clearly and tactfully, both verbally and in writing.
- Ability to interact effectively and collegially with peers at all levels.
- Energetic, focused and self – driven with a positive outlook.
- Matured and able to work with minimal supervision.
- Ability to meet targets and deadlines.
- Independent thinker and able to solve problems.

PROFESSIONAL AND ACADEMICQUALIFICATIONS

Bachelors Degree in Accountancy(BACC)	2014
\ ACCA Essential Stage	2012

WORK EXPERIENCE:

Employer : FHI 360
Position : Finance And Grants Officer
Period : May 2018 till to date

Duties included:

1. Assist in the financial management of all projects including financial document preparation, processing of payments, financial record keeping and financial document processing.
Shared/plaform
2. Reviewing of all Sub Awards Financial Reports
3. Preparing Bank Reconciliation For all accounts Of the organization
4. Monitor, record and update ledgers, accounts and support related financial tracking.
5. Support the creation of financial reports and other required financial disclosure documents.
6. Maintain all office and project financial accounts. This includes accounts payable (receivable-Advance), checking accounts, consultant contracts, travel expenses, and all subproject contracts and payment.
7. Develop monthly financial statements for review by the Director of Finance & Operations.
8. Maintain financial files of the office
9. Process local staff compensation payments on a timely basis.

WORK EXPERIENCE continued:

Employer : AMG GLOBAL
Position : Audit Senior– audit and accountancy services
Period : September 2016 to May 2017

Duties include:

- Participated, as required in audit planning and timing of external and internal audits.
- Assumed the role of Auditor on a diverse portfolio of clients operating in different industries ranging from financial services, retailing and donor funded projects.
- Deciding best audit approach for each assignment, considering areas for adding measurable value and, in particular, possibility of using other specialist services.
- Controlling, coaching, supervising subordinates and reviewing their work on assignments to ensure implementation of audit plan.
- Documenting and understanding clients' internal control processes over the major financial accounting cycles and assessed key risks to determine the audit approach and tailor audit programmes.eg ensuring all payment voucher have supporting documents attached to them.
- Carrying out substantive testing on all sections of financial statements, in response to audit risk, and business risk to which clients are exposed.
- Identifying control weaknesses, and preparing recommendations for the improvement of operational effectiveness and efficiency of client accounting functions.

- Auditing and reviewing financial statements and relevant disclosures according to IFRS's in order to ensure all applicable standards have been met.
- Testing client compliance with social and legal industry requirements. Areas monitored included the Company's Act requirements and required filings, environmental, health and safety act, employment Law.
- Substantive testing and analytical reviews on all financial information.
- Auditor responsible for a client portfolio that included the following sectors;
 - ✓ **Tobacco Industry** (Africa Leaf Malawi Ltd, Limbe Leaf, JTI)
 - ✓ **Financial Services** (Aon Malawi Ltd, Medical Aid Society of Malawi)
 - ✓ **Manufacturing Industry** (Plastic Products Limited, Oil and Protein, Seed Co Ltd, Dairibord)
 - ✓ **Non-Governmental Organisations** (Global Aids interfaith Alliance, Churches Action in Relief and Development, World Relief, World Vision International, Family Planning Association of Malawi, Family Health International)
 - ✓ **Service Industry** (Supaswift (FEDEX)Malawi Limited, Blantyre Water Board, BP Malawi Limited)
 - ✓ **Donor Funded Projects** (Monitoring and Evaluation Project funded by UNDP, EU funded projects)

Employer : MwenelupembeMhango and Company
Position : Audit Senior– audit and accountancy services
Period : June 2011 to May 2015

Duties include:

- Review of financial statement in accordance with International Financial Reporting Standards (IFRS) and Companies Act.
- Developing audit work plans/strategies for assigned audit engagement.
- Review of work
- Preparation of planning documents, audit programmes and reporting.
- Managing client relationship.
- Supervise other audit staff and provide guidance as required.
- Review work of other audit staff.
- Examining the completeness and accuracy of data from which financial statements are drawn.
- Ensure that the clients comply with applicable policies and procedures.
- Preparation of audit deliverables i.e. management letters.
- Evaluate internal control systems and recommend improvement and enhancement to ensure that assets are adequately safeguarded against loss or misappropriation.
- Monitoring of audit budget and time to ensure that an audit engagement has been carried out within the required time and costs

COMPUTER SKILLS

- Microsoft Excel: Excellent knowledge
- Microsoft Word: Excellent knowledge
- Sage line 50 : Excellent knowledge
- Sage Evolution: Excellent knowledge
- ACCPAC : Excellent knowledge
- GFAS Excellent Knowledge

HOBBIES

- Reading
- Travelling.
- Watching Movies
- Baking

REFERENCES

Mr Paul Chirwa
Director of Financial Services
FHI360
P o Box30455
Lilongwe
Email:PChirwa@fhi360.org
Tel: +265 888 207 461

Mr Stanford Nsona
Audit Manager
AMG Global
P O Box 30440
Lilongwe
Email:sknsona@amgglobal.co.
mw
Tel: + 265 999 416 743

Mrs.Tabu Chikwesere
The Human Resources Officer
FHI360
P o Box30455
Lilongwe
Email:TChikwesere@fhi360.org
Tel: +265 888 384 547