

CURRICULUM VITAE

Name: Ivan Kubulwa
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TECHNICAL COMPETENCES

I am an accounting professional, with over ten years of practical experience in financial management, possessing multiple skills covering many financial areas such as; Operational risk management, audit of public, private, commercial and Non-Government Organizations, enterprise risk management, board/management reporting, analysing the internal control environment, ledger analysis, financial statements preparation, preparation and managing of large budgets, excellent at usage of financial management systems, hands on proficiency in designing and usage of budget monitoring tools and ensuring compliance to grants agreements, compliancy to organisation policies, timely reporting, fixed assets management, accounts payables' disbursements and reconciliations to the general ledger, tax regulatory and statutory compliance , credit origination, evaluation, portfolio management and recoveries, business continuity management, firefighting , the accounting industry's legislations, identification of risks and their resolution.

EDUCATION AND QUALIFICATIONS

Institute of Certified Public Accountants of Uganda-Level 3	to Date
CPA-student	
Makerere University, Kampala	2005 -2009
Bachelor of Commerce (Accounting Option)	
Our lady of Good Counsel, Gayaza	2003 – 2004
Uganda Advanced Certificate of Education (UACE)	
Tender Talents Magnet School	1999 – 2002
Uganda Certificate of Education (UCE)	

CAREER SUMMARY

East African Ministries	Sep2019- Present
Mukasa Yiga & Company CPA	
Auditor	Sep2018- Aug 2019
Stanbic Bank Uganda Ltd	
Reconciliation Officer-Vehicle & Asset Finance	Jan 2018-Jul 2018
Accounting Officer-Financial Controls	2014 - 2017
Finance Officer -Accounts payable	2012 - 2013
Officer Credit risk,	2010 - 2011

WORK EXPERIENCE

East African Ministries (EAM)	Sep2019- Present
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Finance Manager

Responsibilities:

- Coordinate the financial planning, analysis, and provision of services to the organization, in accordance with the internal control framework, rules, regulations, policies and procedures.
- Coordinate the monitoring and oversight of financial systems.
- Coordinate financial reporting in the EAM.
- Coordinate program/ project budgets in accordance with EAM regulations, policies, and procedures.

- Supervising, supporting, and maintaining a competent finance team as well as training of non-finance team in line with the financial management policies.
- Implementation of the HR policies, such as appraisals, contract renewals, separation and updating the employment policies.
- Payroll management.
- Overseeing the Administration function including Security of staff and organizations' property.
- Reviewing procurement and disposal policies.
- Assist all staff in understanding procurement procedures and formats / templates.
- Ensuring that all procurement is in line with the EAM procurement procedures.
- Ensuring that expenditures are well documented, reasonable, in budget and conform to the donor principles and guidelines.
- Contributing to resource mobilization by providing input into the financial proposals.
- Responding in a timely and consistent manner to audit queries and implementing audit recommendations from the external auditors.
- Oversee the financial and business trainings in the Leadership Academy of South Sudan, a school run by EAM.
- Coordinating monthly, quarterly, and bi-annual financial reporting.

Mukasa Yiga & Company CPA

Auditor

Sep-2018- Aug 2019

Responsibilities:

Conducting audits in compliance with the International Auditing Standards , on organizational processes, systems and resources, in order to evaluate the effectiveness of risk management, governance and internal controls, through analyzing and reviewing of source documents, verification of assets, liabilities, Income and expenditure, cash flow analysis, accounting policies, risks' identification and recommendation of viable solutions to management, so as to ensure that the Financial statements prepared, are in comply with the International Financial Reporting Standards.

Stanbic Bank Uganda Ltd

1. Reconciliation Officer-Vehicle & Asset Finance

Apr 2018 - Aug 2018

Responsibilities:

- Timely and accurate reports (including daily and monthly reconciliation of Ledger accounts in the SAP accounting system Trial balance, with the Core Banking schedules and the Hire Purchase Leases' system) - By the 4th business day of each month, clearly highlighting all key risk indicators and values at risk as well as resolving their root causes.
- Reconciled a Value at risk of UGX 6.2 billion in the VAF loan book, presented results in August 2018, to the Business Director and the CFO, with clarity to the underlying issues and made recommendations that were accepted to be done going forward to avoid re occurrences of such losses to the organization.

2. Accounting Officer-Financial Controls

2014 – March 2018

Responsibilities:

- Timely and accurate reports (including monthly reconciliation of Ledger accounts in the SAP accounting system TB with the Core Banking System schedules) - By the 4th business day of each month, clearly highlighting all key risk indicators and conducting balance sheet reviews to establish values at risk, as well as resolving their root causes.

- Supporting on the; Bank of Uganda regulatory compliance, Internal and external audits and Tax health check and returns.

- Ensuring that the bank follows all legislation such as the Financial Institutions Act and not exposed to any risks that would cause fines and reputational damage and then informing the management.

- Fixed Assets Control, monthly CAPEX reporting, annual CAPEX budgeting, analysis and Assets spend vetting, capitalizing, disposing, and doing periodic physical verifications and reconciliations for fixed assets. Guiding the operations insurance t on new fixed asset acquisitions and disposals, for them to check on their insurance policy cover.

- Supporting the Management Reporting t with updated reports in line with; board requirements, detailed analysis, interpretation of revenue and cost patterns and carrying revenue assurance.

- Assist in the preparation of Annual Reports.

Achievements:

- The company hasn't been exposed to non-compliance risk since 2014 and no penalty has been charged to the company resulting from my portfolio.

- Developed standard operating finance procedures in the category Stale Drafts/Cheques payments, Fixed Assets management and monthly reporting as well as Income Leakages control.

- Developed annual budgeting templates for Fixed Asset that simplified and quickened the process and are being used to date.

- With the support of the Finance Manager, I developed and maintained Standard Operating Procedure for the processes of stale cheques /Drafts' payments, Fixed Assets management and revenue leakage management.

- Branch Control Managers' boot camp's trainer, since 2015, 2016 and 2017 and was a trainer on the T leaders of Tellers' Boot camp in March 2017, about the internal control environment and emerging risks from their operations.

3. Finance Officer -Accounts payable

2012 - 2013

Responsibilities:

- Responsible for Reviewing of all Invoices for accuracy and disbursing of all payments within the correct parameters while ensuring that they are in line with all agreements and Local Purchase orders requirements.

- Responsible for ensuring effective Petty cash management, timely reimbursements, and reconciliation of source documents to posted expenses on the Core banking system.

- Participates in the accurate preparation of the payroll and ensuring that the staff members are paid by the 24th day of the following month.

- Ensuring Integrity of the general Ledger by posting all expenses on the right ledger accounts and cost centers

- Supporting both interim and end of year external audit engagements and ensuring that group reporting timelines are achieved.

- Key Sap User and ensures that all entries posted to the general Ledger in SAP are timely reviewed.

- Ensuring tax compliance on all payments such as VAT, Withholding tax, Excise duty, among others, in accordance with the income tax act and issue WHT certificates in a timely manner.

- Proper filing of all payments

Responsibilities:

- Origination, in-depth evaluation of credit risk, per client/product and disbursement of various loan products, as per the set parameters and business needs.
- Relating with Branch Managers and Account Analysts on the quality of products they submit to the Credit factory.
- Recoveries and rehabilitation and account management for the non-performing loan portfolio.
- Calling and reviewing of disbursement reports and management of client accounts with large loan facilities and monitoring of limits and sanctions' expiries, renewals, as well as watch listing non-performing facilities.
- Compliance checks regarding collateral management, as well as coordinating with the recoveries unit as well as offering of transactional support to Business units.

All saints Cathedral Kampala**Choir Master of Joint Christian Melodies Choir (JCM)****2009–June 2010****Responsibilities:**

- Administration and management of the JCM Choir
- Organizing, planning, training choir and representing the choir on the church Music council.

PROFESSIONAL DEVELOPMENT

- Acquired Training in the Entrepreneurial Operating System, for management of Institutions.
- Acquired training in the Abila Accounting software.
- Financial Management for Development professionals MARCH 2022
- IBM Excel Basics for Data Analysis September 2022
- IBM Data Analytics Essentials July 2022
- Fighting fraud in NGOs training by HUMENTUM Dec 2020
- Advanced training on Anti money laundering in May 2018
- Consumer protection Act training in March 2017
- Treating customers fairly, training in March 2017
- Financial crime awareness, training in March 2017
- SAP refresher, Annual IFRS refresher training, in October 2016
- Certificate in Fire Marshal training and Business Continuity Management in 2016 and 2015
- Conflict of interest, Employee Resilience - August 2016
- Customer service principles, Market abuse-December 2015
- Outside Business Interests-August 2014
- Credit management accreditation and acquired a Delegated Authority in 2010

MEMBERSHIPS**Level 3 Student:** Institute of Certified Public Accountants of Uganda**BEHAVIORAL COMPETENCES****Skills:**

- I've gained advanced computer skills.
- Good communication skills
- Excellent analytical and interpersonal skills

- Excellent work ethics High integrity and loyalty
- Incredibly good at teamwork
- Ability to work for long hours with limited supervision.

REFERENCES

Mr. Samuel Ojok
East African Ministries
Country Director
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Email: samuel@4-africa.com

Mr. Lukenge Godfrey
Head of Finance
APA Insurance Ltd
Mobile: +256 775343736
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