

ISAYA DAUD CHARLES– CV.

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PERSONAL DETAILS:

DATE OF BIRTH:	GENDER:	MARITAL STATUS:	NATIONALITY:	PASSPORT NO:	D/LICENCE NO:
24 th February 1990.	Male.	Married.	Tanzanian.	TAE154844.	4001432377.

PROFILE:

Ass. Manager Financial Controller in Finance department, with **9 years** of banking experience (over **8 years** being in Finance, Audit and Inspection department and Operation Departments) at **Bank of Africa Tanzania Limited (BOA Bank)**.

A **Certified Public Accountant – CPA (T)**, **Chartered Accountant – ACCA(UK)** and holds a degree of **B. Com in Finance** from University of Dar Es Salaam (UDSM).

A **Certified Professional Banker- CPB** and active member of the Tanzania Institute of Bankers (TIOB).

An **accountant** of **Bank of Africa Limited Staff Provident Fund** for more than **2 years** with the responsibility of monitoring and reporting on the activities and financial position of the fund.

Some areas of competence: Analytical and interpretational skills, financial risks & cash flows analysis, business and credit risks assessment, reports preparation and presentation (very familiar with advanced MS Office Suite programs such as Word, Excel, Power Point & Outlook), and team leadership.

WORKING EXPERIENCE:

BOA BANK.	Ass. MANAGER FINANCIAL CONTROLLER - FINANCE DEPARTMENT.	JUNE 2022 TO DATE.
Responsibilities:		
1.Head the financial reporting and controls sub unit.		
2. Provide input to individual and team performance against agreed objectives, create and maintain a culture of empowerment and professionalism within the team.		
3. Implementing the financial controls and processes to ensure the Bank is complying with all applicable IFRSs, Group and Local Accounting and Financial Controls policies. Ensure policies are up to date		
4.Responsible for coordination of timely and accurate month end and year end closing of the books of accounts. Including supervision of account ownership and reconciliation of internal accounts.		
5.Timely and accurate preparation and submission of the statutory and management financial reports required by locally by management or regulator and the group financial reporting team.		
6.Coordinate all internal and external audit reviews within the finance function.		
7.Participate in preparation tax and regulatory returns.		
8.Communicate and explain accounting issues and evolving accounting guidance.		

BOA BANK.	SENIOR INTERNAL AUDITOR-AUDIT AND INSPECTION DEPARTMENT	FEBRUARY 2020 TO MAY 2022
Responsibilities:		

1. Contribute to the development of audit programs for individual/projects/activities to ensure audit covers all key areas and ensure clarity of audit objectives.
2. Carry out special investigation as may be directed by management or as a result of suspicious or fraudulent incidents
3. Creation of staff awareness on risk management to minimize operational loss.
4. Supervise and carry out departmental and branch audits as per approved audit plan.
5. Reporting audit findings to head of audit for inclusion in reported findings to the audit committee.
6. Monitoring compliance of observations raised to audit and preparing report to the management and Board Audit committee for non-compliance.
7. Review of quarterly published banks financial statements as per B.O.T guideline/requirement.
8. Consulting Head of Department on daily and on a regular basis concerning the operational procedures and follow up of irregularities.

BOA BANK.	SUPERVISOR – FINANCE DEPARTMENT.	NOVEMBER 2018 TO JANUARY 2020
Responsibilities:		
<ol style="list-style-type: none"> 1. Review and verification of payment of Tax and Filling of Returns (WHT, SDL, PAYE, EXECISE DUTY and VAT) prepared by finance officer. 2. Review of Units' account reconciliations performed by finance officer for both internal accounts and banks'nostro accounts. 3. Maintaining the banks' Fixed Asset register. 4. Implementation of newly issued and update on International Financial Reporting Standards (IFRS) relating to banking industry. 5. Assist in preparation of quarterly management accounts and annual financial statements (FS). 6.Preparation of B.O.T daily reports. 7.Preparation of quarterly Finance Board paper (report) for review by Chief Finance Officer for presentation to Banks' directors. 		

BOA BANK.	SUPERVISOR –CENTRAL PROCESSING UNIT.	JANUARY 2017 TO OCTOBER 2018.
Responsibilities:		
<ol style="list-style-type: none"> 1. Preparation of unit's annual objectives and strategies, 2. Verification of unit transaction (EFTs, standing orders, cheque payments and salaries) as per banks procedures. 3. Reconciliation of banks nostro and internal accounts maintained at Bank Of Tanzania (BOT). 4. Implementation of audit findings relating to Central Processing Unit. 		

BOA BANK.	BANK OFFICER –CENTRAL PROCESSING UNIT.	MAY 2014 – DECEMBER 2016.
Responsibilities:		
<ol style="list-style-type: none"> 1. Timely processing of Electronic Fund Transfer (EFT) and salaries for banks' customers. 2. Capturing customers' inwards & outwards cheques for clearing and preparation of remittance schedules for clearing to Bank of Tanzania (BOT) 3. Attending customer queries with respect to their daily processed transactions like salaries, cheque payments and standing orders. 		

BOA BANK.	GRADUATE TRAINEE –FINANCE DIEPARTMENT	OCTOBER 2013 – APRIL 2014.
Responsibilities:		
<ol style="list-style-type: none"> 1. Reconciliation and posting of settlement for internal account (Western Union,Money Gram, Umoja transactions). 2. Posting of adjustments/reversals to internal and customers' accounts. 		

3. Processing of E-Banking invoices for products like M-PESA & AIRTEL MONEY.
4. Payments of settlements and commissions to sub-agents (Efatha and Access Bank) for E-banking products
5. Preparation of Tax returns (VAT, SDL, PAYE, WHT) and payment to TRA

EDUCATION BACKGROUND:

DURATION:	INSTITUTION / SCHOOL / UNIVERSITY:	AWARDS:
2021	National Board of Accountants and Auditors (NBAA)	CPA (T)
2015 – 2019.	Association of Chartered Certified Accountants. (ACCA-UK)	ACCA Member.
2015 – 2019.	Association of Chartered Certified Accountants. (ACCA-UK)	Advanced Diploma in Accounting and Business
2014 – 2015.	Tanzania Institute of Bankers. (TIOB)	Certified Professional Banker (CPB)
2010 – 2013.	University of Dar Es Salaam Business School.	B.Com – Finance.
2008 – 2010.	Sangu Secondary School.	HGE – ACSEE. (Division one)
2004 – 2007.	Rungwe Secondary School.	Science Subjects – CSEE.(Division one)

SHORT COURSES / PROFESSIONAL TRAININGS / SEMINARS ATTENDED:

DATE:	TRAINING / SEMINAR:	ENTITY:
15.09.2021 – 17.09.2021	Auditing Accounting and Governance Issues	NBAA
23.11.2020 – 27.11.2020	Internal audit methodology workshop	LILAC Associates
09.10.2019 – 09.10.2019	IFRS annual update (IFRS 16, IFRS 9, IFRS 15).	PricewaterhouseCoopers(PWC),Tanzania.
23.04.2019 – 25.04.2019	Accounting and Auditing Issues in Financial Sector.	NBAA.
14.03.2019 – 14.03.2019	Transfer Pricing.	Ernst & Young (EY) Tanzania
16.04.2018 – 20.04.2018	Credit risk management for Banking Institutions	Bank of Tanzania (BOT)

LANGUAGES AND PERSONAL INTERESTS:

LANGUAGES:	(1) English – Fluent. (2) Swahili – Native.
INTERESTS:	Interested in out-going, learning new things, surfing and browsing through internet, watching drama, reading bible and listening music.

REFEREES:

Ms. ROSE MBONEA	Mr. ALEX KIBIKI	Mr. DAUD JACKSON
Head-Permanent Control & Compliance Bank of Africa Tanzania Limited. Cell no: +255 788 293 814 rose.mbonea@boatanzania.co.tz	GM – Audit and Inspection. Bank of Africa Tanzania Limited. Cell no: +255 712 626 725 alex.kibiki@boatanzania.co.tz	Product Support Engineer Scania Tanzania Cell no: +255 785 708 465 daudi.jackson@scania.co.tz