

# GLORIA MUSONGOLE

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## SUMMARY STATEMENT

Certified Accountant experienced in all functions of accounting including processing payments, bank and balance sheet reconciliations, budgeting, reporting, payroll preparation, grant and partner management, coordinating audits, conducting compliance checks, procurement and supporting the overall mission of the organization.

## PERSONAL DETAILS

Date of Birth: 10th Feb 1985  
Gender: Female  
Marital Status: Married  
Nationality: Malawian

## EDUCATION

### CHARTERED ACCOUNTANT – ACCA

Corporate and Business Law, Performance Management, Business Taxation Financial Reporting, Audit and Assurance, Financial Management, Governance Risk & Ethics, Corporate Reporting, Business Analysis, Advanced Performance Management, Advanced Audit and Assurance.

### ADVANCED DIPLOMA IN ACCOUNTING – ACCA

Office Practice & Procedures, Transaction Accounting, Managing Financial Records, Cost Accounting, Information Technology, Drafting Financial Statements, Planning Control & Performance Management, Implementing Audit Procedures, Managing People & Systems, Managing Finances.

**Malawi School Certificate of Education – Zingwangwa Secondary School**

**Junior Certificate of Education – Zingwangwa Secondary School**

## Experience

**1<sup>st</sup> February 2021 – Date**

### PROJECT ACCOUNTANT – HABITAT FOR HUMANITY MALAWI

- ✓ Ensuring accurate coding of requisitions in conformity with reporting, donor, function, project, program and budget requirements
- ✓ Ensure request for payments have appropriate approvals and supporting documentation.
- ✓ Ensuring timely payments of project obligations
- ✓ Preparation and submission of monthly, quarterly, and annual financial reports relating to the assigned projects.

- ✓ Preparing Quarterly Fund Requests for projects and the institution
- ✓ Reviewing business advance requests and expenses reports for accuracy and compliance.
- ✓ Reviewing and monitoring outstanding advances report, follow up on advances that have not been settled.
- ✓ Monitor and submit advance, commitment, and grant reports as applicable.
- ✓ Ensuring that accounts payable and receivables are properly reconciled.
- ✓ Preparing budgets versus actual reports and working closely with Project Managers / Coordinators of the assigned projects to review reports and ensure clear and accurate budget variance justifications.
- ✓ Supporting smooth project close outs
- ✓ Coordinating project audits and compliance checks
- ✓ Reviewing captured project costs prior to loading in Sun systems
- ✓ Reconciliation of General ledger accounts
- ✓ Maintaining file management system for soft and hard copy documentation
- ✓ Maintaining files on grant documents and modifications
- ✓ Compiling back up documentation for all project related transactions and ensuring completeness and appropriate review and approvals are documented.

**15<sup>th</sup> August 2019 – 31<sup>st</sup> January 2021**

**FINANCE AND ADMINISTRATION MANAGER – LILONGWE CATHOLIC HEALTH COMMISSION**

- ✓ Ensuring that the accounting is organized, managed and operated in accordance with standards set by the organization and donors
- ✓ Overseeing day to day finance and administration department functions
- ✓ Managing cash flow
- ✓ Preparation of monthly, quarterly and annual financial reports for projects and the institution making sure all transactions have been correctly and timely posted and all reconciliations done
- ✓ Preparing Annual expenditure reports for USAID project (ER)
- ✓ Preparing quarterly accruals and pipeline reports for USAID project
- ✓ Preparation of staff salaries and effort reports, computation and remittance of taxes and pensions
- ✓ Preparing periodic cash forecasts and monthly funds requisition to the donor
- ✓ Preparing consolidated quarterly and annually management reports for the organization
- ✓ Checking payments, reports, reconciliations and tracking disbursements making sure advances are reconciled within the specified time.
- ✓ Ensuring Correct coding and posting of financial transaction, and ensuring correct and timely payment of expenditures
- ✓ Ensuring timely reconciliations for bank accounts, fuel, prepayments, temporary staff debtors and travel advances and making sure they have supporting documentation.
- ✓ Ensuring that all transactions comply with Tax and mandatory regulations
- ✓ Coordinating the internal and external audits, compliance checks and

- supporting the smooth audit of all partners, projects and institution.
- ✓ Supporting, Training and guiding program staff, finance and administrative staff and partners in the areas of financial management, office procedures and budget execution
- ✓ Ensuring Vat transactions are processed, reimbursements claimed and followed up with MRA
- ✓ Preparing and monitoring budgets for existing projects and proposals, preparing budget utilization and variance reports.
- ✓ Participating in management meetings

*(1st July 2017 – 15th August 2019)* - **PROJECT ACCOUNTANT - LILONGWE CATHOLIC HEALTH COMMISSION**

*(1st May 2016 – 30th June 2017)* **COMMISSION ACCOUNTANT – DEDZA CATHOLIC HEALTH COMMISSION**

*(4th January 2016 – 30th April 2016)* **FINANCE OFFICER – MUSCCO**

*(1st November 2009 – 31st December 2015)* **ACCOUNTANT – SWEDISH COOPERATIVE CENTRE**

- ✓ Preparation of monthly, quarterly and annual financial reports for projects and consolidation reports for the institution, ensuring all transactions have been correctly and timely posted and all reconciliations done
- ✓ Making payments
- ✓ Preparation of staff salaries and effort reports, computation and remittance of taxes and pensions
- ✓ Preparing periodic cash forecasts and monthly funds requisition to the donor
- ✓ Receiving and checking partners and district offices monthly financial reports, processing funds requisitions and ensuring the high quality of the accounting part and any other supporting documents before consolidating them to the organization report
- ✓ Monthly checking of partners vouchers, reports, budget utilization, tracking disbursements making sure partner advances are not overdue
- ✓ Compliance monitoring for partners and the sub offices
- ✓ Conducting assessments for new partners
- ✓ Performing control of issued cheques
- ✓ Managing and reconciling temporary staff debtors, travel advances, bank accounts, fuel, prepayments, payables, receivables and general ledger accounts making sure they are reconciled in time and have supporting documentation
- ✓ Maintaining office petty cash and making monthly reconciliation
- ✓ Ensuring that all transactions comply with Tax regulations and preparing periodical tax payments and mandatory reports
- ✓ Quarterly stock taking for Head office and sub offices stores
- ✓ Managing fuel and checking consumptions and irregularities

- ✓ Support district offices on all financial matters, periodic training and supervising field office accounts and administration staff on office procedures
- ✓ Maintaining staff leave register and updating staff files
- ✓ Coordinating the internal and external audits, compliance checks and supporting the smooth audit of all partners, projects and institution.
- ✓ Supporting and guiding program staff, finance and administrative staff and partners in the areas of financial management and budget execution
- ✓ Preparing budget utilization reports and monitoring budget lines
- ✓ Processing Vat transactions and claiming refunds
- ✓ Raising invoices for services rendered, monthly reconciliations of the receipts and invoices, and following up on receivables for the organization
- ✓ Preparing budgets for organization and its new projects and proposals
- ✓ Training and supporting finance staff in Health facilities under the Dioceses
- ✓ Participation in management meetings
- ✓ Maintaining and updating fixed assets registers
- ✓ Proper filing of documents in accordance with the organization and archives rules
- ✓ Assisting in administrative and personnel duties and any other duties relating to Finance assigned from time to time

#### **Skills**

Excellent computer skills. Excellent skills in QuickBooks, Sun System, Accpac, Sage Evolution, Iscala accounting packages. Very good at meeting deadlines. Result oriented. Excellent team player

#### **INTERESTS**

Reading and writing, Travelling, making new friends, watching documentaries, movies and listening to music.

#### **REFEREES**

Mr. Kondwani Thera

USAID

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