

CURRICULUM VITAE

1.0 PERSONAL INFORMATION

SURNAME : Songa
FIRST NAMES : Andrew Ndisi
DATE OF BIRTH : 12th April 1974
MARITAL STATUS : Married with three children
DISTRICT : Karonga
T/A : Kyungu
VILLAGE : Mwanjabala
NATIONALITY : Malawian
RELIGION : Christian
CONTACT : +265994 857 638/+265880 961 042
EMAIL : ndissy2016@gmail.com

CONTACT ADDRESS:

Ministry of Justice and Constitutional Affairs,
P/Bag 333,
Lilongwe 3.
Malawi.

2.0 CARER OBJECTIVE

To establish myself as an effective and efficient accountant and manager in the Public Sector.

3.0 EDUCATIONAL QUALIFICATIONS

YEAR : 1997 – 2001
INSTITUTION : University of Malawi - Polytechnic
QUALIFICATION : Bachelor of Accountancy

YEAR : 1995
INSTITUTION : Viphya Private Secondary School

QUALIFICATION : Malawi School Certificate of Education

4.0 WORK EXPERIENCE

AS CHIEF ACCOUNTANT, GRADE F: DATE OF PROMOTION: 16TH NOVEMBER, 2016, MINISTRY OF JUSTICE

- As head of accounts department, I provide financial insights on matters affecting the Ministry
- Supervision of accounts personnel and provision of on-the-job training to new staff
- Coordinating the preparation of budget estimates
- Consolidation of budget estimates
- Analyzing and reviewing budgets and expenditure for the Ministry
- Coordinating the preparation of financial statements for the Ministry
- Countersigning official documents
- Authorization of payments in IFMIS/SAP system
- Coordinating the preparation of financial reports like expenditure returns, bank reconciliation statements, cash controls, among others
- Attending to audit queries of the Ministry
- Acting as secretary of the Ministry's Internal Procurement and Disposal Committee
- Instituting cost-cutting measures at the Ministry
- Managing ORT, Donor aid and Treasury funds

AS IMPREST ACCOUNTING OFFICER FOR EU CHILUNGAMO PROJECT (NOVEMBER, 2021 – DATE) MINISTRY OF JUSTICE

- Managing funds of the project
- Verification of expenditure and corresponding and recoveries after authorization by the imprest Administrator
- Monitoring activities of the programme's beneficiary institutions
- Keeping accounts of the imprest component in accordance with rules and guidelines of the project
- Authorizing payment of the project
- Submission of programme estimates for approval

AS PRINCIPAL ACCOUNTANT, GRADE G: DATE OF PROMOTION: 2ND JUNE, 2008, DEPARTMENT OF ENERGY

- Authorization of the Ministry's payments

- Preparation of budget estimates
- Preparation of financial statements and final accounts
- Allocation of funds in the IFMIS system
- Attending to audit queries
- Preparation of virements
- Supervision of accounts staff

***AS FIRST SECRETARY ADMINISTRATION – MALAWI EMBASSY IN
BRASILIA, BRAZIL (JUNE, 2010 – DECEMBER, 2016)***

- Advising the Ambassador on financial matters.
- Preparation of budget estimates for the Embassy.
- Authorization of payments.
- Maintenance of accounting records like cash controls, cash books, ledgers and bank reconciliation statement.
- Preparation of financial reports like revenue returns, expenditure returns, progress reports.
- Preparation of political, social, trade and investment reports.
- Representing the Ambassadors at Embassy official functions.
- Supervision of local staff of the Embassy.
- Handling Diplomatic mail.
- Acting as Secretary of the Embassy's Internal Procurement and Disposal Committee.
- Managing the Embassy's fleet of motor vehicles.
- At times helped with translation of official documents.

**AS ACCOUNTANT, GRADE I: DATE OF FIRST APPOINTMENT: 26TH
JANUARY, 2004, MINISTRY OF AGRICULTURE**

- Authorizing payments
- Supervision of accounts staff
- Preparation and consolidation of budget estimates
- Attending to audit queries
- Preparation of financial reports like expenditure returns, bank reconciliation statements and cash controls
- Managing donor aid funds: DFID project

**AS AUDITOR, GRADE I: DATE OF FIRST APPOINTMENT: 5TH AUGUST,
2002, NATIONAL AUDIT OFFICE**

- Planning audit assignments
- Auditing of Government Ministries and Departments.

12.0 REFEREES

Mr Reyneck Matemba
Solicitor General and Secretary for Justice,
Ministry of Justice,
Private Bag 333,
Lilongwe 3.
Malawi.
Phone: +265888979590 (mobile).

Mr Isaac Katopola,
Principal Secretary,
Ministry of Gender,
Private Bag 330,
Lilongwe.
Malawi.
Phone: +265994625626 (mobile).
