

# CURRICULUM VITAE

## SIBUSISO NANCY NXUMALO



### Personal Details

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Full Name: Sibusiso Nancy Nxumalo (RA) SD  
Date of Birth: 31 January 1972  
Nationality: Swazi  
Gender: Female  
Languages: SiSwati & English  
Marital Status: Single  
Telephone: 7614 8255/7914 8255  
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Postal Address: P. O. Box 186, Lobamba H107

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### Educational Background

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Has written and passed the following ACCA papers;  
F6 Taxation (South African)  
F7 Financial Reporting  
F8 Audit & assurance

#### **Institution**

- University of Swaziland (2002-2004)
  - University of Swaziland (1999-2002)
  - Pitman (2004)
  - Lozitha High School (1996-1997)
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#### **Award**

Bachelor of Commerce  
Second class – second division

Diploma in Commerce  
Pass with Credit

Computerised Accounts – Pastel  
Pass

G.C.E. O'level division two

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## Student Life Employment

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May-July 2003 **Intern**

Internship – entry level position at Deloitte Mbabane

### **Duties & Responsibilities**

Carrying out assigned audit functions and reporting to the Accountant in Charge

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## Work Life Employment

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**July 2015 to Present** **Finance & Administration Manager**

Transworld Radio – Voice of the Church

### **Duties and Responsibilities**

- Managing the preparation of the organisational budget
- Initiating and facilitating donor budget preparation and monitor the performance accordingly
- Reporting and advising management variances realized from the budget
- Timely reporting (accordingly) to donors, monthly to management and quarterly to finance committee and annually to the board
- Administering, safeguarding and maintain employee files
- Timely and accurately processing employee payroll every month, and statutory reconcile and submit to SRA
- Administering all employee leaves
- Ensuring that sufficient funds are available to meet ongoing operational and capital investment requirements
- Coordinating and leading the annual audit process, liaising with external auditors and the finance committee of the board of directors; assessing any changes necessary
- Ensuring that management and operational policies and procedures are in place to ensure the operational activities are efficient and in line with approved budgetary allocations, meet all legal, ethical and employment standard requirements
- Establishing and implementing internal controls, finance policies and procedures and ensuring 100% compliance to internal controls
- Managing day-to-day operations of the Finance and Administration department
- Acting a Board Secretary

**October 2014 to March 2015** **Internal Auditor**

Swaziland Television Authority

### **Duties and Responsibilities**

- Provide a comprehensive annual audit plan of audit to be performed by the auditors during the year
- Reviewing the Internal Audit Charter
- Preparing office's annual expenditure budget

- Determine areas of risk and channel resources in accordance with the level of risk attached to that area
- Attend meetings where audit participation is essential
- Review and amend internal audit programs to be in line with existing work environment in areas where changes have occurred

**Please note that not much was done in this office as it was new, mostly was setting up the office.**

**Reason for Leaving**

The station decided to outsource the internal audit function

**April 2008 to Sept 2014**     **Finance Manager**  
Swaziland Television Authority

**Duties and Responsibilities**

- Preparing financial statements in accordance with the International Financial Reporting Standards
- Assisting in the development of budgets
- Attending budget meetings at the station's line ministry
- Defending the station's budget
- Preparing monthly budget performance reports
- Controlling the station's budget
- Overseeing the finance department which has a staff compliment of 10 people
- Facilitating for external audit
- Supervising the finance department with eight subordinates
- Reviewing subordinates work; bank reconciliation, debtors reports, creditors reconciliation, payroll and fixed asset register
- Preparing monthly management accounts
- Preparing quarterly report for submission to PEU and the line ministry
- Ensuring that there is compliance with the station's Accounting Policies and Procedures manual

**Aug 07 to April 08**     **Audit Senior**  
**AD Taylor & CO. Chartered Accountants, Mbabane**

- Duties & Responsibilities
- Planning & execution of audit engagement
- Managing Audit team
- Preparing audited financial statements

**Reason for Leaving**

Professional growth

**Nov 06 to April 07**     **Senior Assistant Trainee II Accountant**  
**Contract Audit Senior position at Deloitte in Pretoria, South Africa**

**Duties & Responsibilities**

- Planning and execution of audit engagements
- Guiding and reviewing work of my juniors

- Reporting to the Accountant in Charge/Manager

**Reason for Leaving**

I had completed my articles on 31 May 2007 which was also my expiry date of my training contract with Deloitte & Touche

**May 04 to  
Oct 06**

**Trainee Accountant**

Contract junior level position with (some responsibility) at Deloitte, Mbabane Swaziland

**Duties & Responsibilities****Audit Duties**

- Planning and execution of audit engagements
- Drafting financial statements
- Reconciling audited financial statements with tax assessments
- Preparing tax computations and filling companies tax returns

**Office Accountant Duties**

- Posting time sheets and compiling work in progress
- Reconciling debtors' invoices issued with work in progress
- Managing debt collection
- Updating fixed assets register
- Processing creditors and debtors
- Processing monthly payroll
- Preparing cashbook and monthly bank reconciliation
- Preparing PAYE reconciliations
- Preparing monthly management reports

**Reason for leaving**

I was seconded to the Pretoria office to finish off my articles when the Swaziland office closed down.

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## Associations' membership

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Swaziland Institute of Accountants – Registered Member

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## Skills

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- Computer proficiency in Microsoft Word, Power point and Excel
  - Working knowledge of Pastel and Accpac
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## Other

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Served as a Board Member at Thokoza Conference Centre

Currently serving as a member in the Finance Committee of the Anglican Diocese of Swaziland

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## References:

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Rev. Zachariah Mthethwa  
Voice of the Church National Director  
Contact No: 7614 1215/2505 4845

Ms. Hlobisile Nxumalo  
Act of Faith Director/ VOC Board Member  
Contact No: 7604 0553/

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