

CURRICULUM VITAE

SIBUSISO NANCY NXUMALO



Personal Details

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
Email Address: Sibunx@yahoo.com
Postal Address: P. O. Box 186, Lobamba H107

Educational Background

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

Student Life Employment

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

Work Life Employment

July 2015 to **Finance & Administration Manager**

Present 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 **Internal Auditor**

March 2015 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.

Associations' membership

Swaziland Institute of Accountants – Registered Member

Skills

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

Served as a Board Member at Thokoza Conference Centre

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

References:

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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