GEORGE CHIMWEMWE TEMBO

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PERSONAL PROFILE

Highly focused and meticulous financial professional adept to the accounting and auditing functions. Innovative problem solver with understanding of business beyond the numbers and ensures organisation growth in a challenging and emerging environment. Strong work ethic with excellent communication and leadership skills. Eager to join a team and help improve an organization's strategic focus and performance.

Bringing solid knowledge of accounting and auditing systems and principles. Adept at working in a fast-paced environment. Seizes opportunities and takes initiative as appropriate hence able to build effective teams, coach and develop others.

KEY STRENGTHS & ATTRIBUTES

- Multitasker able to manage multiple finance tasks with complete accuracy and professionalism utilizing experience in bookkeeping, tax computation, auditing and reporting.
- Able to work well independently or as part of a team.
- Professionally and openly communicative, stimulating a productive work environment; Efficient with time constraints.
- Skilled to identify areas of improvement to boost efficiency and financial excellence which leads to strong bottom line results.
- Ability to deal effectively with deadlines.
- Verifiable track of success of quality outcomes even in stressful moments of work; Wide breadth of audit reports and finance experience with excellent proficiencies in preparing and maintaining financial records, auditing and reporting.
- Strong oral and written communication skills; Exceptional interpersonal skills and a sincere passion for establishing and maintaining sustainable relationships beneficial in attaining both short-term and long-term personal and organizational goals.
- Knowledge of Human Resource related laws and regulations; able to analyse and assist in the Human Resource Function.
- Proficient in Microsoft Dynamics NAV, Pastel, Quick Books, Swift Payroll, Statistical Package for Social Sciences (SPSS) and Audit Command Language (ACL).
- Undertook numerous trainings in Public Finance Management (PFM), Public Procurement, International Public Sector Accounting Standards (IPSAS), Integrated Financial Management and Information System (IFMIS) among others.

WORK EXPERIENCE

Practice Review Officer
Zambia Institute of Chartered Accountants – Lusaka
October 2022 to Date

- To evaluate adherence to accounting, auditing and tax standards and quality control policies by registered practitioners.
- To conduct Practice Reviews of Public Practitioners across Zambia.
- Periodically update register of accountants in a compliance file.
- To receive complaints.
- Investigate them and make reports to the Standards & Regulatory Board.
- To register new practitioners, accounting firms and practice certificates.
- Carry out administrative related duties as required.

Internal Auditor
Zambia Daily Mail Limited – Lusaka
Apr 2022 to October 2022

- Conduct audit assignments.
- Participate in preparing the annual internal audit work plan.
- Design and review internal audit programmes.
- Assign, monitor and review work performed by the Assistant Internal Auditor.

- Prepare Internal Audit Reports.
- Review company internal audit systems.
- Carry out investigations into suspected fraud.

Key Contributions and Successes Scored:
- Successfully participated in numerous audit assignments.
- Reviewed numerous company policies.

Senior Auditor
Office of the Auditor General Zambia – Lusaka
Aug 2018 to Mar 2022
- Perform the task of proposing innovations in auditing and accounting operational environment that will be of importance to the operations of the Office of the Auditor General.
- Propose, conduct and report on researches and surveys on pertinent issues affecting the Office of the Auditor General.
- Provide parliamentary liaison between the Office of the Auditor General and the National Assembly of Zambia.
- Assist in the preparation of the main, local authority, parastatal and performance audit reports of the Office of the Auditor General.
- Prepare various reports relating to budgeting, finance and operations of the Office of the Auditor General.

Key Contributions and Successes Scored:
- Developed and implemented new processes to continually improve the effectiveness and efficiency of the department and increase staff accountability.
- Conducted quality assurance reviews on various audit assignments to evaluate the Office of the Auditor General's compliance to International Standards for Supreme Audit Institutions (ISSAIs).

Auditor
Office of the Auditor General Zambia – Kasama
Dec 2012 – Aug 2018
Key Contributions and Successes Scored:
- Effectively undertook the auditing of revenue and expenditure in order to facilitate the production of audit reports on the use of public resources in various government departments.
- Prepared summary of findings and other reports in order to provide information to provincial heads and finance staff.
- Spearheaded the preparation and implementation of budgets and work plans to guide operations and facilitate the attainment of set objectives.
- Advised on the implementation of policies to increase adherence to auditing and accounting standards, policies and procedures in various government departments.

Accountant
M Chalwe and Co Advocates
Feb 2011 – Dec 2012
Key Contributions and Successes Scored:
- Responsible for the preparation of final books of accounts and maintenance of Financial Records (Organization and Client Ledgers); Assigned to prepare financial reports to clients and partners and timely preparation and submission of Statutory Obligations.
- Reconciled bank statements, prepared cash flow forecasts, performed month-end close entries, and managed the processing of inter-company funding.
- Timely and accurately reconciled accounts payables and receivables; Generated reports and financial statements.
- Provided technical and ad-hoc administrative support to increase office efficiency.
- These were human resources related, payroll management and payment of statutory obligations.

Assistant Accountant
KPMG – Lusaka
Sept 2009 – Dec 2010
Key Contributions and Successes Scored:
- Supported preparation of corporate accounts, preparation and submission of statutory obligations, supported accounts payable and accounts receivable functions.

- Prepared monthly reports on client accounts and facilitated operational controls in the management reporting process.
- Developed strategy for resolving discrepancies and avoiding penalization as soon as errors were discovered.
- Tracked and reported on company's current cash position and assets in weekly, monthly, and quarterly data and ensure that no discrepancies existed.
- Led month–end close process by preparing of journal entries, reconciling assigned general ledger accounts, reviewing accounts and providing internal analysis and reports.
- Maintained organization cashbook, bank reconciliations and performed banking function.
- Maintained sensitive and critical information with high level of integrity and confidential.

Trainee Accountant
Abacus Corporate Solutions
June – Sept 2009
Key Contributions and Successes Scored:

- Prepared client books of accounts, carried out reconciliation of multiple bank accounts.
- Provided support in accounts payable, payroll administration, cash disbursement and monthly entries.
- Monitored payroll scheduling process and analyzed general ledger accounts.

EDUCATION AND TRAINING

- **Undertaking Thesis Master Degree in Business Administration (General)**, Copperbelt University
- **ACCA (Association of Chartered Certified Accountants) ACCA Graduate**, 2019
- **Bachelor of Arts Degree in Public Administration and Sociology**, University of Zambia, 2009
- **National Accounting Technician (NaTech)**, NIEC School of Accountancy, 2004

PROFESSIONAL AFFILIATIONS

- Graduate Member of the Zambia Institute of Chartered Accountants (ZICA No A008310)
- Member of Association of Chartered Certified Accountants (ACCA No 1362961)
- Institute of Internal Auditors (2122063)
- Affiliate member of the Zambia Institute of Human Resource Management (ZIHRM AFF3706)

REFERENCES

Mr. Moses Mtonga

- Assistant Director, Office of the Auditor General, Revenue Audit Directorate
- Mobile: +260-977-805547

Mrs. Brenda Mutale Chanda

- Partner, AB & David, Lusaka
- Mobile: +260-972-565540

Mr. Haggai Simpungwe

- Partner, Mark Daniels Chartered Accountants, Lusaka
- Mobile: +260-968-804900