Azwifani Senwamadi

Contact and address

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Key Competency

- Attention to detail – the ability to process detailed information effectively and consistently.
- Focus on quality – setting high-quality standards and striving for continuous improvement and to secure quality.
- Integrity – adherence to the standards, values, and rules of conduct associated with one's position and the culture in which one operates. Being incorruptible.
- Problem analysis – the ability to detect problems, recognize important information and link various data; to trace potential causes and look for relevant details.
- Decision making – Making reliable decision and taking responsibility for own decisions.
- Verbal expression – the ability to communicate in clear language and to adjust one's use of language to the audience's level.
- Cooperation – the ability to work effectively with others to achieve a shared goal –evenwhen the object at stake is of no direct personal interest.
- Planning and organizing – the ability to determine goals and priorities and to assess the actions, time, and resources needed to achieve those goals.
- Discipline – the ability to adjust to existing rules, procedures, and policy. Finding reinforcement from the right authority when in doubt and deadline driven.
- Forming judgment – the ability to balance facts and potential approaches taking the appropriate criteria into account.
- Customer orientation – the ability and willingness to find out what the customer wants and needs and to act accordingly, taking the organization's costs and benefits into account and being accountable for customer satisfaction.
- Conflict management – the ability to handle conflicting interests diplomatically and to help solve them.

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WORK EXPERIENCE

Advtech group-shared services 2022/08/01- Current

Bursar – Schools Division -Pinnacle college 2024/10/01-Current

- Responsible for overall finances at the school level.
- Provide support to the school executive head and staff within the financial space
- Maintain financial controls
- Billing - perform and review billing of school fees and other school related income
- CAPEX - maintain capex spend and oversee procuring capex activities
- Procurement - oversee the procurement at the school
- Accounts payable - address queries raised by group shared services
- Debtors - have oversight of the book and work with group shared service to maintain a healthy debtors book.
- Cashbook - ensure cash received is allocated correcting
- Payroll - review monthly payroll
- Reviews budget, monitors expenditure against actual POs daily, weekly and monthly and advises staff and Principal/s accordingly
- Prepares annual budget/s, ensure inclusion and planning for special campus events, tours and recoveries
- Prepares variance analysis for Principal and brand finance monthly
- Meets with walk -in parents to resolve billing and account queries
- Receives arrears/ outstanding debts and advises GSS accordingly
- Reconciles student billing,
- Manages and monitors repayment plans
- Monitors and controls purchases on Procurement card and reconciles these
- Monitors and reports on monthly charges eg rent, water, rates, electricity, photo copies etc
- General monthly activities

Team lead- accounts payable -Shared services (Head office) 2022/08/01-2024/09/30

- Obtain invoice from SharePoint and process via 3-way match (Purchase order -to-Goods received notes - to-invoice) and communicate any variances to Bursar to correct.
- Create EFT secure file for the bank for local and foreign payment.
- Verify accuracy of automatic payment batch to ensure only invoices due are paid and that all allocations are complete on account before batch is extracted.
- Age Analysis verification (ensure all invoices have been duly paid).
- Save, validate, and process payment batch.
- Capture details of query on SharePoint and email details of query to Vendor.
- Obtain monthly statement of account from Vendor.
- GRIR clearing; follow up on invoices not yet cleared from the GRIR with Vendor.
- Run Age Analysis and forecast payments due for the Friday COD run as well as the monthly month end run.
- Extract ‘Automatic payment and remittance batch’ and validate against cash flow forecast.
- Prepare creditors and age analysis reconciliation monthly.
- Prepare CAPEX to cashbook reconciliation monthly.
- To ensure accurate charges on municipality are charged (rates, water, and sanitation)
- Training AP controllers and reviewing recons done by controller
- Reconcile cashbook allocations to AP payment clearance account.
- Prepare auditors file as per auditors’ requirements.

Nerm applications and Testing Pty (Ltd) -Fixed term 2022/03/01-2022/08/01

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This role is responsible for the full accounting operations of the company. This includes managing the day-to-day operations of the Junior Bookkeepers as well as acting as the advisor for Management on financial matters and liaising with key stakeholders to provide excellent service. In addition, this role is required to do reconciliations, process journals and other transactions, compile financial reporting as required, as well as maintain the record keeping of accounts.

Accounting officer

- General ledger control accounts reconciliation
- Responsible for all NERM 's Bank Account reconciliation
- Keeping accurate records of all transactions.
- Manage the returned payments/deposits and unallocated deposit account.
- Prepare monthly list of Unallocated and Unknown deposits.
- Manage the Account Receivables age analysis, outstanding debtors' reconciliations, and bad debts.
- Manage all debtor accounts and reconcile monthly.
- Manage and keep schedules of retainers paid to creditors monthly.
- Implementation and processing of monthly journals
- Capturing of the cashbooks on a weekly basis and reconciliations at month end.
- Cross checking all expense claims and travel reimbursements.
- Manage the fixed asset and stock register.
- Implement accounting systems and controls.
- Maintain separate ledgers for all investment accounts / accumulated funds for different groups.
- Ensure Bank accounts are run efficiently, without going into overdraft and are earning relevant interest rates.
- Reconciliation of Membership Fees, invoices, and credit notes Reporting:
- Responsible for internal audit of all data input onto the Financial Database
- Production of Monthly Financial Statements.
- Completion of year end functions on system
- Provide management reports.
- Prepare auditors file as per auditors' requirements.
- Liaison with the Bank on behalf of NERM affairs.
- Follow up on Bank statement queries with the bank.
- Liaison with Management on budget issues.

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Let's share trading **2019 — 2021**

Financial administrator

Duties

- Bookkeeping functions
- Quotation and order administration full function
- General financial administration functions
- Drawing and maintain monthly budget accurately.
- Maintain accurate financial records and reporting to financial manager.
- Monthly accounts reconciliation
- petty cash management
- Debts and Credit control full control
- Order of office supplies eg; stationery and staff refreshments
- Calculation of VAT returns
- Record Payroll and tax related records on spreadsheets
- Assist in preparing and presenting yearly and monthly financial statements.
- Invoicing, purchasing on the ERP system.
- Receiving delivery of goods prepare goods notes and capture supplier invoices on ERP system.
- Ad hoc administrative processing
- Uploading payments and follow up on payments due.
- Calculation of hourly paid workers and reconciliation
- Sourcing and preparing purchasing orders for order from local and abroad product.

Realtech construction and projects **2017 — 2019**

Financial administrator

Duties

- full accounts receivable and payable functions
- Bookkeeping functions
- Information and data management
- Contribute to team effort by accomplishing related results as needed.
- Assist in the preparation of regularly schedule reports.
- Ensure operation of equipment by completing preventative maintenance requirements, calling for repairs,maintaining equipment inventories, evaluating new equipment and techniques.
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Uploading of payment for online payments
- Handle multiple construction sites and contracts.
- Maintain NHBRC compliance and governance.
- Participate in tender compliance procedures and costing.
- Organize compliance documents and keep them up to date.
- Replying to emails, telephone or face to face enquiries
- Manage construction site employee's queries.
- Review and process reimbursements and recording in financial books.
- Prepare budgets for new sites and office expenses.

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Old mutual PFA **2017 — 2017**

Professional Financial Advisor

- Provide financial planning support to clients.
- Support investment professionals to cultivate client relationships.
- Prepare financial plans and check their accuracy.
- Provide clients with organization products and policies.
- Maintaining organizations compliance rules.
- Respond to prospective customer queries about financial planning.
- Assist in the development plans for the company.
- Offer subject matter expertise to fellow Financial Advisors.
- Maintain awareness of latest legislative changes that may affect financial planning.

ACCOUNTING SYSYEMS

Sage Evolution
Pastel
Microsoft dynamics D365

EDUCATION

- Bachelor of commerce in law 2014 — 2017

  Pearson institute of higher education

- Matric 2010

  Tshiawelo Secondary School

REFERENCES

ADvTECH GROUP (Schools division) |Lufuno Ramunasi (Brand Accountant)- lramunasi@advtech.co.za
ADvTECH GROUP (Head office) |Varsha (financial manager)- vsewchurn@advtech.co.za
NERM APPLICATIONS AND TESTING | Tready Masango - HR 011 894 2325
LETS SHARE TRADING | Jackson Mohlola - Director and operations Manager 011 568 2246
REALTECH CONSTRUCTION |Tendani - Accountant 012 004 0847/ 073 307 0170