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## FRANK KISENGE

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Box 33337 Dar Es Salaam Tanzania ♦0756449444 ♦kisengefrank@gmail.com ♦

### Profile

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#### PROFESSIONAL SUMMARY

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Senior Accountant successful at cultivating effective working relationships at all levels while driving improvements to budget administration, expense tracking and forecasting of future financial needs. Proven track record of performing work ethically while maintaining integrity of all financial data.

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#### SKILLS

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- Conversant with Accounting package skills-Tally and SAP
- Microsoft Office
- Negotiation and Conflict Resolution
- Invoice Management
- Administrative Oversight
- Account Reconciliation
- Tax Return Preparation
- Reliability and Integrity Improvement
- Staff Oversight and Leadership
- Inventory
- Assessments Time
- Management
- Communication skills
- Integrity
- Resilience
- Accounting Principles
- Debt management
- Tax accounting specialization

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#### WORK HISTORY

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**Senior Accountant**, 12/2020 - Current

##### **Kioo Limited**

- Arrange payment related to all supplier and government institution including government statutory payment, such as PAYE, SDL, NSSF, WCF, GCLA, WHT
- Prepare and File Monthly returns such as VAT returns, PAYE returns, WHT returns, SDL returns within seven days after a following month as required.
- Support month end closure by posting journals and ledger reconciliation during
- Review all captured invoice posting in system to make sure that all expense is captured properly QR code and Tax deductions are correct
- Make sure fund is available for cash request and make sure all cash request is done on time, and if there is insufficient fund, I communicate for reimbursement, also make sure imprest account are cleared on time with appropriate supporting documents
- Performing monthly bank reconciliation and vender ledger reconciliation before payment to make sure all expenses are properly booked

- Maintain and update company asset register, register all asset old and newly purchased which will be used by company
- Keep custodian off hardcopy and softcopy documents which would be used for audit purpose for both internal and external, answer all Audit query raise during both internal and external audit
- Provide financial and Administrative training for staff relating Tax issues
- Calculate and administer payroll, and make sure all Taxes and benefit related to employees are submitted to the Government and Social Security Organization
- Provide assistance to internal auditor to make sure of company compliance, practices and regulation adhered
- Prepared monthly journal entries and reconciliations.
- Reconciled accounts and created documents for monthly closure procedures. Completed year-end closing processes with controllers and external auditors. Reviewed documents and accounts for discrepancies and resolved variances. Updated general ledger with latest entries.
- Contributed to hiring, training and development of accounting teams.

#### **Concentrate Project Accountant, 01/2020 - 10/2020**

##### **BARRICK**

- Bulyanhulu gold mine/Pangea minerals-Buzwagi gold mine)
- Lead Barrick and TASAC Team to lodge documents for exports permits and release order for concentrate container
- Follow up with and organize transportation for concentrate containers
- Liaise with accounts payable department to make sure all statutory payment such as royalty clearing fees are paid on time
- Prepare statutory calculations for concentrate containers container
- Asses all risk associated with transportation of concentrate container
- Support Logistics and coordinating Travel mobilization, scheduling transportation and assist with transport related expenses
- Track and prepare routine and ad hoc payment accurately organizing supporting documents and maintaining digital supporting files

#### **Tax Accountant, 01/2015 - 01/2020**

##### **BARRICK/ACACIA - Bulyanhulu Gold Mine**

- Gold mine/Pangea minerals Buzwagi gold mine)
- Group tax audit management (TRA, TMAA, Post clearance, PWC and NAO) Tax returns
- Tax computations
- Ensure tax compliance
- Provide day to day tax guidance/advise Closely follow up with TRA on VAT refunds
- Review & file Monthly VAT return
- Management of Monthly VAT Audit by PWC
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## Management of fuel taxes, Excise duty & Fuel levy

- Review and Approval of Monthly Reconciliation for our Receivables
- Preparation of quarterly Tax Reports i.e
- Indirect and Direct
- Mid-year and Year end Performance
- appraisal Achievements
- VAT refund Recovery: from Doubtful to \$200million+ recovery
- Expatriates NSSF contributions Recovery: from doubtful to \$20million+ recovery
- Coaching and development of subordinate
- Strong relationship built with external stakeholder such as TRA department i.e
- Investigation, Post clearance and finance
- NSSF from regional offices to HQ just to mention few

### **Accounts Payable Administrator, 01/2014 - 01/2015**

#### **ACACIA**

- Bulyanhulu gold mine)
- Dealing with Suppliers, Auditors, processing all invoices monthly, perform supplier reconciliations
- Review all posting done by accounts payable administrators
- Correct all errors occurs during posting, ie wrong WHT calculation, cost codes ets
- Loading payments in CITI Bank system ready for payment
- Prepare Good received but not yet Invoiced & Goods in Transit reports
- Achievements
- Successful managed to create a suppliers payment module by categorizing them into two group critical and non-critical suppliers, the company managed to sort all outstanding payments which due for a long while, this helped the department to reach the target for over 50% .

### **Finance & Administrator Officer, 01/2011 - 01/2013**

#### **Abb Ltd**

- Oversee day to day finance and administration duties, Maintain Petty cash and assist in preparation of accounting reports Quarterly/monthly and annually
- Oversees reconciliations, supplier reconciliation and Petty cash reconciliations
- Payroll preparations, statutory processing and payment, summary month and annual bases, reporting etc
- Maintaining creditors aged analysis report
- Account receivables
- Creditors reconciliation
- Preparation and filling of statutory returns
- Handling financial and Tax audits, this includes TRA large auditors, post clearance audits
- Achievements
- Create a strong relationship between finance and administration department and other stockholder to

- reduce cost of operation by 20% per year
- Creditors Reconciliation

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## EDUCATION

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**Master of Science Accounting and Finance:** 12/2013

**Mzumbe University** - Tanzania

**Advance Diploma in Accountancy:** 12/2009

**Institute of Finance Management**

**Certificate of Banking:** 12/2006

**Institute of Finance Management** - Tanzania

**Advance Certificate of Secondary Education:** 05/2005

**Azania Secondary School** - Tanzania

**Ordinary Certificate of Secondary Education:** 12/2002

**Imboru Secondary School** – Tanzania

## Referees

**1. Judith Chambua**

**Tax Manager BARRICK - Bulyanhulu Gold Mine Ltd.**

**P.O. Box 1081,**

**Dar Es Salaam, Tanzania**

**Jchambua@barrick.com**

**Cell: 0769 265026**

**2. Penina Kituku**

**Finance Manager BARRICK - Bulyanhulu Gold Mine Ltd.**

**P.O. Box 1081,**

**Dar Es Salaam, Tanzania**

**pkituku@barrick.com**

**Cell: 07670803970**

**3. Dr. Hussein Nzao.**

**Institute of Finance Management**

**P.O. Box, 39185**

**Dar Es Salaam, Tanzania**

**Cell: 0655897666**