



Benjamin Nii Odai Afotey

Nationality: Ghanaian **Gender:** Male **Phone number:** (+233) 268569299

Email address: benodbenji@gmail.com

LinkedIn: <https://www.linkedin.com/in/benjamin-afotey-6854a15a/>

Home: Kundum 1 Borteyman, P.O. Box 3197 Greater Accra (Ghana)

ABOUT ME

A Bachelor of Science in Accounting graduate from the University of Professional Studies, Accra and a part qualified member of the Association of Chartered Certified Accountants (ACCA) with good knowledge and understanding of accounting rules and principles. I have nine (9) and five (5) years career and professional experience in internal auditing and accounting respectively. Skilled at day-to-day bookkeeping, budgeting, bank reconciliation, preparing quarterly and annual financial reports, interpreting financial statements, financial, compliance and operational auditing, risk assessment, evaluating internal controls and general office administration. I am versatile, well organized and able to prioritize workload to manage several tasks. The ability of picking up very fast is my hallmark and nothing becomes a novelty upon a second exposure. I possess the ability of working effectively as an individual and as a team player. Able to influence people positively regardless of whether I am in a leadership position or not. I am driven by the goal of developing a career in a highly motivated, innovative and disciplinary Institution that has the objective of providing quality goods and services, a challenging career for personal growth and opportunity to participate in the development of the Institution through the utilization of my knowledge, skills and human relations. Seeking a position to leverage knowledge and experience to make a positive contribution.

WORK EXPERIENCE

Head, Finance and Accounts

Giftings and Callings Camp [1 Jan 2020 – Current]

City: Greater Accra | **Country:** Ghana | **Website:** www.giftingsandcallings.org

- Increased revenue (in flow) by 70% and reduced expenses by 20% through controlling cash flow and performing cost-benefit evaluations.
- Preparing quarterly and annual financial statements for Audit review, leading to a 65% increase in stakeholder confidence.
- Established a reliable and accurate financial data system over a three-year period, resulting in a 50% increase in fiscal accuracy.
- Review balance sheet reconciliations, assist internal control and external audit.
- Supervise and review recording of transactions into organized accounts (Day-to-day bookkeeping) to ensure 100% accuracy and completeness.
- Increased the timely detection of errors by 40% through the review of monthly cash and bank reconciliation statements.
- Supervise the preparation of periodic budgets.
- Delegate and review tasks assigned to junior accountants.

Principal Audit Officer

Seed Production Division, Cocobod [1 Oct 2023 – Current]

City: Greater Accra | Country: Ghana | Website: <https://cocobod.gh/subsidiaries-and-divisions/seed-production-division> | Business or sector: Agriculture, forestry and fishing

- Ensuring standards of quality and accuracy are maintained in audits and other financial reports.
- Improve quality of audit by 45% through reviews of audit program, plan and working papers for the discharge of assignments.
- Reviewing the work of junior personnel, providing training and support for developing their skills.
- Conduct ad-hoc fraud detection reviews in selected business units, undertaking special investigations and other necessary assignments.
- Evaluate internal controls to ascertain weaknesses, extent of compliance and advise Management accordingly.
- Issuing quality, timely and accurate reports highlighting key findings, conclusions and recommendations for Management decision making.
- Follow up on audit recommendations and implementation status.

Senior Audit Officer

Seed Production Division, Cocobod [1 Oct 2019 – 30 Sep 2023]

City: Greater Accra | Country: Ghana | Website: <https://cocobod.gh/subsidiaries-and-divisions/seed-production-division> | Business or sector: Agriculture, forestry and fishing

- Improved the outcome of audit assignments by 60% by designing audit plan and working papers for the discharge of all assignments.
- Supervise the audit of half and full year Financial Statements for compliance with policies, regulations, relevant accounting standards and International Financial Reporting Standards.
- Enhance efficiency by 40% by carrying out periodic operational audit with regard to utilization of inputs/resources.
- Write quality, timely and accurate reports underlying key findings, conclusions and recommendations.
- Delegate and review tasks assigned to junior auditors and immediate subordinates.

Audit Officer

Seed Production Division, Cocobod [1 Oct 2015 – 30 Sep 2019]

City: Greater Accra | Country: Ghana | Website: <https://cocobod.gh/subsidiaries-and-divisions/seed-production-division> | Business or sector: Agriculture, forestry and fishing

- Reduced accounting errors by 25% through the review of entries recorded in books of accounts.
- Pre-audited bills and vouchers before payment, reducing errors by 40%.
- Increased timely detection and correction of errors by 30% through a review of monthly cashbook and bank reconciliation statements.
- Fixed assets verification and stock-taking to confirm ownership, existence and accuracy of tally card balances.
- Enhanced Management's confidence in the financials by 45% through the audit of Financial Statements for compliance with policies, financial regulations, accounting standards.
- Prepared quality and reliable audit program, plan, working papers to demonstrate control failures for all work undertaken.
- Test transactions to ensure compliance with accepted operating procedures and standards and evaluate the nature and potential impact of detected non-compliance.

Accounts Officer

Cocoa Marketing Company [1 Sep 2013 – 31 Aug 2014]

City: Greater Accra | Country: Ghana | Website: <http://www.cocoamarketing.com.gh/cmcgh/>

- Provided 80% assurance on cash and bank balances by preparing monthly Bank Reconciliation statement.
- Recording and posting transactions into appropriate accounts ledgers (Day-to-day bookkeeping).
- Maintenance of accounts stores - Issue and receipt of stationery and non-stationery items.

- Preparation of bills, vouchers and payment orders.
- Reduced accounts payable period by 45% using an excel template to track, ensure prompt payment and reconcile accounts payable.
- Processing bills of vendors, maintaining creditors' master data and setting reminders to follow up on payments.
- Created an excel template to facilitate handling of petty cash for daily official use of the various departments of the company.
- Assistance with preparation and posting of accounting entries including but not limited to prepayments, accruals and fixed assets.

Know-Your-Customer Officer

Stanbic Bank, Spintex Road Branch [1 Jun 2012 – 31 Aug 2012]

City: Greater Accra | Country: Ghana | Business or sector: Financial and insurance activities

- Ensured the Bank's compliance with Bank of Ghana Regulations by 70% through the review of clients' and customer account opening documents.
- Called customers to update their accounts details in line with the Know-Your-Customer (KYC) regulations of Bank of Ghana.
- Assisted in account opening procedures in the absence of the sales team, reducing customer waiting period by 60%.

VOLUNTEERING

[1 Jan 2017 – Current] Calvary Baptist Church, Shiashie Ghana

Teens Care and Support Officer • Providing emotional support by engaging teenagers about their needs and listening to their concerns.

- Responding to inquiries and complaints in a timely manner to resolve questions and concerns in an accurate and satisfactory way, resulting in 90% Teenagers' satisfaction rate.
- Tending to the healthcare and educational needs of each Teenager.
- Counseling and educating teens on the effect of drugs, alcohol and immoral acts.
- Designing care and support plans that best suits each teenagers' needs.

Link: <https://cbcghana.org/shiashie-campus/>

EDUCATION AND TRAINING

Part Qualification (Final part)

Association of Chartered Certified Accountants [1 Dec 2015 – Current]

Country: United Kingdom | Website: accaglobal.com

Bachelor of Science in Accounting

University of Professional Studies, Accra [1 Aug 2009 – 31 Aug 2013]

City: Greater Accra | Country: Ghana | Website: <https://upsa.edu.gh/> | Field(s) of study: Accounting | Final grade: 3.21 | Thesis: The effect of working capital management on listed financial institutions in Ghana

Diploma in Business Studies

Ghana Education Service [1 Jan 2007 – 31 Dec 2008]

City: Greater Accra | Country: Ghana | Website: <https://ges.gov.gh/> | Field(s) of study: Accounting | Final grade: Credit

Sage 50 and QuickBooks Accounting Software

AQ Skill [1 Nov 2023 – 2 Dec 2023]

Website: <https://aqskill.com>

Cyber Security Essentials for Internal Auditors

Institute of Internal Auditors Ghana [22 Nov 2021 – 23 Nov 2021]

Website: <https://iiaghana.com.gh>

Effective Audit Report Writing and Risk Assessment

Ypan Consult [7 Mar 2019 – 11 Mar 2019]

Website: <https://ypanconsult.com>

Creation and Administering Fixed Assets Register

University of Ghana Business School [8 Aug 2018 – 10 Aug 2018]

Country: Ghana | Website: <https://ugbs.ug.edu.gh>

Forensic Audit and Investigations

e-Crime Bureau [25 Jul 2016 – 27 Jul 2016]

Country: Ghana | Website: <https://e-crimebureau.com>

DIGITAL SKILLS

QuickBooks & WaveApp / Sage 50 Accounting software / Professional QuickBooks Accounting software / Quickbooks and Bookkeeping and Freelancing / Wave Account software / Microsoft Office (Outlook, Excel, Word, PowerPoint)

ORGANISATIONAL SKILLS

Results oriented, High attention to details, Sound independent judgement, Excellent oral and written communication, Ability to multitask, Good team player, Brilliant analytical and problem solving skills, Payroll auditing, Fixed assets management

LANGUAGE SKILLS

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DRIVING LICENCE

Driving Licence: B

RECOMMENDATIONS

Name: Yaw Ofori | Audit Manager

I have worked with Benjamin Nii Odai Afotey as his direct manager for over six (6) years. He has consistently demonstrated good professional behavior which has won him the admiration of all colleagues and other managers. His punctuality, attention to details, sound independent judgement, team spirit, leadership qualities and ability to meet tight deadlines makes him exceed expectations. He is an invaluable team member and plays a crucial role in the department. I passionately recommend him for any career and professional opportunity as his dedication and positive attitude puts him above all others.

Email: oforiyaw65@yahoo.com | Phone number: (+233) 244954993

Name: **Bismark Afful** | Deputy Audit Manager

I firmly wish to recommend Benjamin Nii Odai Afotey for any career and professional opportunity as his immediate supervisor who has worked with him for close to four (4) years. Benjamin is an instrumental individual with exceptional leadership and inter-personal skills. He is able to bring everyone on board to meet departmental and organizational goals. Highly innovative, self-motivated, and can be productive in any environment. His astute analytical and review skills is mind boggling which puts him ahead of others. He is above all, objective and can be trusted with any information because of his confidentiality.

Email: bismarkafful10@yahoo.com | Phone number: (+233) 240380241