

# CURRICULUM VITAE

**MARK KWAKU MINTAH**  
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Mark Kwaku Mintah is a highly motivated, confident, and results-oriented professional with a high level of honesty and integrity. Mark possesses almost a decade of extensive experiences in reporting, financial planning/financial decision support in particular and financial accounting in general. He delights in taking initiative, accepting challenges and taking full responsibility for his actions. He is a team player and values contribution of the team members.

## **PERSONAL DETAILS**

Date of Birth: 7<sup>th</sup> November 1973

Marital Status: Married.

## **EDUCATIONAL BACKGROUND**

- Master of Business Administration ( Finance ), University of Leicester, UK, 2007
- The Association of Chartered Certified Accountant (ACCA), Financial Training Company (FTC), London, June 2004.
- Bachelor of Commerce Degree (B'com) - Second Class Honours-Upper Division, University of Cape-Coast (1996-1999).
- Accra Academy, Passed 3 GCE 'A' Level Papers (Government A, Accounting B, Economics C)-(1992-1994).
- Nkroful Agric Secondary School Passed 7 GCE Ordinary Level Papers-With Distinction (1988-1992).

## **SKILLS & ABILITIES**

- Able to analyse, interpret and present information clearly and accurately.
- A good team worker.
- Ability to work to meet tight deadlines and thrives under pressure.
- Able to organize and prioritize work.
- Outstanding interpersonal and communication (oral & written) skills.

## **ADDITIONAL SKILLS**

Working knowledge in Sage Accounting Line 50, Microsoft Excel, and Microsoft words, Power Point, System Application Programme (SAP),

## **EMPLOYMENT HISTORY**

**February 2010 to Date ...**

**West African Monetary Agency**

**Accountant**

### **Responsibilities**

- ❖ To act as Head of the Accounts Unit and responsible for the general administration of the accounts unit
- ❖ To prepare Draft Annual Budget of the Agency in consultation with the Head of Finance and Admin .Department
- ❖ To Prepare monthly and annual accounts of the Agency as well as other relevant financial and accounting statement /analysis.
- ❖ To certify obligation and payments as on payment vouchers, orders and cheques .
- ❖ To liaise with banks and carry out all banking transactions
- ❖ To carry out other accounting and related duties
- ❖ To centralize all budget and financial operation
- ❖ Assist in the maintenance of fixed assets register and provident fund records
- ❖ To ensure that proper accounting policies and procedures are adhered to,
- ❖ To carry out other duties that may be assigned by the Head of Finance and Administration or the Director General.

**July 2007 – Jan 2010**

**British American Tobacco**

**Cluster 3 Planning and Reporting Manager**

BAT is the world's most international tobacco group and the second largest stock market-listed tobacco group, with brands sold in over 180 markets around the world, until recently BAT Ghana was a listed Company in Ghana rated as one of the top ten companies on the exchange. As a multinational Company reporting accurate numbers and on time is crucial in meeting deadlines and my role to manage and co-ordinate the Accounting Department in BAT Ghana is of tremendous importance.

### **Responsibilities**

- ❖ To ensure that the Accounts Payable and Accounts Receivable ledger are up to date , accurate and fully reconciled with the General Ledger in Ghana.
- ❖ Provide Management with the appropriate information for financial various "What if" scenarios.
- ❖ Design, Develop and maintain procedures which encompass the accounting services department as well as key performance indicators for the department.
- ❖ Prepare the annual budget of BAT Ghana in line with company's business plan.
- ❖ Manage the capital Expenditure process ensuring that all purchases are correctly authorized and tracked.
- ❖ Liaise with the Head of Finance to ensure that invoice payment and receipt matches with the company's cash flow requirements.
- ❖ Prepare month end, quarterly and annual management forecast reporting on volumes, gross margin and brand portfolio profitability on a timely basis.

- ❖ Prepare Quarterly Budget Review Statements for Management for cluster 3
- ❖ Prepare Brand Profitability Report every month for Management.
  
- ❖ The preparation of monthly management report for BAT Ghana and Cluster 3 (Anglophone West Africa).
  
- ❖ Responsible for Reporting of BAT Ghana numbers in the Hyperion Financial Management (HFM) for the Group.

**October 2005 – June 2007**

**Bloomfaith & Co Accountants  
London**

**Client Accounts Manager**

Bloomfaith Accounting Limited is a private Accounting Firm that Specializes in providing Accounting Service to Small Scale businesses in the South East of London. As a small private firm there is enormous amount of pressure to deliver work on time and one's ability to work as part of a team also comes to play.

### **Responsibilities**

- ❖ The preparation of Clients final Accounts.
- ❖ Reconciliation of control accounts and analysis.
- ❖ Assist in the preparation of Clients Management Accounts.
- ❖ Preparation of Bank Reconciliation Statement
- ❖ Preparation of VAT Returns and Self assessment of clients

Reason for Leaving: To Resettle in Ghana.

**September 2005 – June 2007**

**City of East London college**

**Lecturer (Part time)**

The City of East London College is a modern college offering courses ranging from Diploma, Degree and Graduate courses. Because the classes are not over populated there is good personal interaction between student and Lecturers that facilitate understanding in the learning situation.

**Responsibilities**

- ❖ Lecturer – Managerial Accounting, Leadership and strategic decision making and Business policy.
- ❖ Supervising student in their report writing and assignments.
- ❖ Teaching other Accounting related subjects.

Reason for Leaving: To Resettle in Ghana.

**September 1990- January 2001**

**Premus Trading Company Ltd,  
Kumasi-Ghana.**

**Accounts officer**

Premus Trading Company Ltd is a wholly subsidiary of Caspro Ghana Ltd, a leading private company in Ghana at the time. The Core Business of Caspro was in the area Cocoa purchase, Cashew production and export as well as Haulage business.

**Responsibilities**

- ❖ The Administration of seed fund.
- ❖ Preparation of monthly seed fund disbursement and analysis.
- ❖ Preparation of Bank Reconciliation Statement & Budgets.
- ❖ Assist in the preparation of monthly, quarterly and annual financial Statement.
- ❖ Preparation of monthly management account.
- ❖ Preparation of Reconciliation and quarterly financial Reports to Head office.

Reasons for Leaving: To further my education in UK

**September 1994 – September 1995**

**National Electoral Commission  
Sefwi-Wiawso-District**

**National Service**

**Responsibilities;**

My duties as a service personnel included; General Administrative duties as well as assisting in the training of Returning Officers and another electoral officers for the 1996 general election in Ghana.

**EXTRA CURRICULAR ACTIVITIES.**

- Organising Secretary- National Service Personnel Association ,  
(Sefwi-Wiawso- District) 1995- 1996
- Financial Secretary- Accra Academy old Student Association-University of  
Cape Coast. Branch. 1997-1998 Academic Year.
- Member – University of Cape Coast S.R.C. Academic Committee ,  
1998-1990 Academic Year.

**INTEREST;**

Football, Traveling and Reading.

## REFERENCES:

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