



# FIOSON DUBE, ACCA

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 Fioson Matshudula

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 FiosonDube



## OBJECTIVE

A Chartered Certified Accountant with a proven strong sense of integrity and experience in accounting/finance and business administration. My strengths include financial reporting/analysis, technological and interpersonal skills. My values being (but not limited to) proactivity, objectivity and ethical behavior. I am looking for an opportunity to extend my service to a growing entity for the best results.

## EXPERIENCE

### **FD Business Services Pty Ltd**

*01/06/2018 -*

For the past five years I have also been working with and supporting small and medium sized business and startups to provide bookkeeping, payroll, accounting, tax services and business consultation. I have devoted time in understanding my clients very well and providing best solutions to their unique needs. During this time I have been successfully setting up accounting systems for a variety of entities including companies and NPOs: schools, churches, construction, transportation and freight, retail and hospitality entities among others. I have vast experience on preparation, presentation and review of management accounts and annual financial statements for sole traders, partnerships and limited companies.

I am proficient in accounting software packages for database reporting, financial reporting and analysis, financial statements, compliance, and project management. I have used and still recommend a variety of the software depending on the client needs, including cloud packages like Sage, Quickbooks, Xero among other. Together with the clients we have also solved a lot of tax issues including regulatory compliance, tax returns (income tax, Value Added Tax and payroll taxes), tax advice and planning.

I have also been developing and implementing advertising and marketing strategies (mainly print and digital marketing) to attract new clients.

### **S.D.A. Sub-organisations: 2008-2019**

*01/04/2018 - 30/11/2019*

#### **Senior Accountant- Maranatha High School**

As the Senior Accountant responsible for the financial management at one of the main high schools in the city and reporting to the higher organisation in the hierarchy, I was performing the following activities:

Analyzing and reporting school finances to and advising the School Board, School Development Committee and Management in regular meetings,

Performing Financial Statements Presentations according to international financial reporting standards,

Training colleagues, subordinates and interns,

Annual budgeting for all the organization's departments' income and expenses and salaries and allowances for the workers.

Reducing expenses without compromising services quality and maximizing income collections and encouraging every department to value the same,

Budget monitoring and reviews during the year.

Preparations and handling annual audits by the internal, external and statutory auditors,

Daily ledger accounting entries and checking the accounts clerk's journals before posting to the ledger,

Payroll transactions for regular employees, contract workers and retirees benefits,

Managing school finances from income to expenses according to the organisation's policies, within statutory regulations and international accounting standards,

Debtors' analysis and collections,

Safeguarding fixed assets, inventories and cash flow management

Supervision of 12 non-teaching staff members and general human resources management.

*01/06/2016 - 31/03/2018*

### **Business Manager- Solusi High School**

Solusi is an SDA Christian boarding high school with an enrollment of nearly 1000 learners and 100 staff members.

I was assigned to and successfully managed the finances of this school including the farm and also handled human resource management of 7 departments of the school.

Main duties during that time were as follows:

Analyzing and reporting school finances to and advising the School Board, School Development Committee and Management in regular meetings,

Performing Financial Statements Presentations according to international financial reporting standards,

Training colleagues, subordinates and interns,

Annual budgeting for all the departments' income and expenses and salaries and allowances for the workers.

Reducing expenses without compromising services quality and maximizing income collections and encouraging every department to do the same,

Budget monitoring and reviews during the year.

Preparations and handling annual audits by the internal, external and statutory auditors,

Daily ledger accounting entries and checking the accounts clerk's journals before posting to the ledger,

Payroll transactions for regular employees, contract workers and retirees benefits,

Managing school finances from income to expenses according to the organisation's policies, within statutory regulations and international accounting standards,

Debtors' analysis and collections,

Management of fixed assets, inventories and cash flow.

Implemented, constantly reviewed and improved the organisation's policies and procedures.

Supervision of 52 staff members in 7 departments including farm, maintenance, accounts, boarding, security, library, transport departments in a big boarding school.

*01/2008- 05/2015 & 06/2015 - 05/2016*

**Accountant & Senior Accountant- WZC & SZC of SDA**

My first professional engagement was in this wonderful Global humanitarian organization that runs universities, colleges, schools, clinics, churches and is helping so many communities world over. I accomplished a lot as a member of a very vibrant team as an Accountant and later Senior Accountant in a different work station.

Compiled and reviewed financial statements according to international financial reporting standards, for management, board meetings, higher organization remittances and audits.

Managed payroll for 116 workers including regular employees' salaries and allowances and retired workers benefits,

Maintained monthly bank reconciliations for four(4) bank accounts,

Updating the ledger, assets transactions and register, inventories, trust funds, bills, cash handling, disbursements of funds according to organisation's procedures and all transactions related,

Checking and authorization of accountants and clerks' journals before they are posted to the ledger.

Preparing for and handling internal and annual external auditors.

All other accounting duties in the organization.

**Puzey and Payne**

*01/01/2005 - 31/05/2006*

**Accounting Intern**

In a motor industry, mainly vehicle services and car parts sales:

Attached to the Cashier:

All cash transactions, receipting and banking, and some of the bank reconciliations,

Attached to the Credit Controller:

Raising invoices, handling debtors accounts, queries and following up payments from the debtors,

Handling creditors' accounts, queries and making payments to the creditors.

Other accounting duties as assigned.

**EDUCATION**

**Solusi University**

*2007*

Bachelor of Business Administration- Accounting Degree

*2019*

Association of Chartered Certified Accountants (ACCA)

**CAREER ACHIEVEMENTS**

Improved Audit reports by providing trainings and seminars to management, accounting staff, treasurers in different lower organisations of the parent entity.

Maintained Standard/Clean Audit Reports

Improved the organization's accounting system and workers' efficiency by investing in equipment, software and training and developing staff.

Developed written procedures and required adequate supporting documentation to strengthen the internal controls of the entity.

Built and maintained lasting relationships with clients.

Implemented new systems /software to cut time and costs.

Successfully training and mentoring junior accountants and clients.

## TECHNICAL SKILLS

Accounting Packages- Implementation and operation- Setting up accounting systems using accounting packages like Pastel, Sage, Xero, Quickbooks- Microsoft Office Suite Administration -Ms Excel, Vision/Q&A, Vision Executive, Budgeting -Budget monitoring and reviews, Cash flow management, Cost reduction, Fixed Asset Management, Payroll Administration -Regular employees, contracts and retirement benefits, Financial Statements - Preparations, interpretation and analysis, Internal Auditing - Internal control systems, accounting packages transactions, Income Tax, Vat, Tax planning and advice (RSA, UK and Zim).

## REFERENCES

### **Noma Mpofu - "Indiana Conference of SDA"**

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### **Richard Ndebele – TSN-RWN Pty Ltd (Client)**

Managing Director  
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### **Nieshell Watson – Watsons Transport & Logistics (Client)**

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### **Lloyd Nkomo - "Lbv Marketing"**

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### **Michelle Lomax - Chella Professional Hair (Client)**

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### **Ndaba Wiseman - "Explorer Pioneers School (Client) "**

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