

Arinaitwe Perpetua

Proficient in accounting across multiple contexts and environments. Prior experience ranges from work setting in a District Local Government to a Public University. Adept at all functions of accounting, including balancing sheets, processing payments, managing accounts payable, and providing executive administrative support.

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WORKING EXPERIENCE

Kabale University — *University Accountant*

JUNE 2017 - PRESENT

DUTIES HELD

- Assisting the Senior Assistant Bursar in the general Administration of the Finance Unit
- Preparing Final Accounts
- Receiving and scrutinizing invoices for conformity to financial regulations
- Arranging receipts of revenue by liaising with the Cash Office
- Managing staff statutory deductions
- Preparing quarterly financial reports
- Interpreting of reports and making appropriate recommendations
- Reconciling payments on Integrated Financial Management System

Kabale District Local Government — *Kabale District Accountant*

MARCH 2017 - MAY 2017

DUTIES HELD

- Certifying all expenditure at the District
- Preparing annual and monthly financial statement of accounts
- Preparing the monthly cash flows
- Reconciling bank statements with cash books to iron out discrepancies
- Answering audit queries and inquiries.
- Supervising and guiding lower staff

Kabale District Local Government — *Senior Accounts Assistant*

2005 - SEPTEMBER 2016

DUTIES HELD

- Providing custody for accounting records and documents.

ACCOUNTING SKILLS

Can quickly understand and evaluate complex information.

Able to connect with customers to build loyalty.

Proficiency with MS Office suite, especially in Excel.

Accurate and precise math skills.

Highest standards of accounting accuracy and precision.

Familiar with a wide range of accounting software, especially Integrated Financial Management System (IFMS)

PERSONAL SKILLS

Thinking creatively to solve complex problems.

Able to handle multiple tasks, work quickly and well under pressure.

Willing to assume responsibility for decisions.

- Processing tax returns and keeping the records
- Posting financial transactions, cash books and ledgers and updating books of accounts
- Preparing draft monthly reconciliation reports.

Strong work ethics.

A proven high performer and quick learner.

Kabale District Local Government — Accounts Assistant

1998 - 2005

DUTIES HELD

- Preparing vouchers
- Recording data and capturing it on the system
- Providing information on electronic fund transfer and executing payments to beneficiaries
- Preparing payment advice form and compiling returns
- Posting vote books and subsidiary ledgers.

LANGUAGES

English, Rukiga

EDUCATION

Kabale University — Master of Business Administration

2017 - 2019

Institute of Certified Public Accountants of Uganda — Certified Public Accountant of Uganda

2007 - 2015

Uganda Management Institute — Postgraduate Diploma in Financial Management

2013 - 2014

Bishop Barham University — Bachelors Degree in Business Administration

2009 - 2012

Uganda Management Institute — Finance Officers Diploma

2001- 2002

Uganda Management Institute — Certificate in Accounting Technician

1999

Uganda College of Commerce Kabale — Uganda Diploma In Business Studies Diploma

1990 - 1992

REFERENCES

Mr. Baryantuma Johnson Munono — *University Secretary, Kabale University*

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Mr. Mujuni Julius — *Chief Finance Officer, Kabale District Local Government*

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Mrs. Edith Mutabazi — *Chief Accounting Officer, Kamwengye District Local Government*

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