

# Tabisa Mvinjelwa

## Senior – Financial Accountant

### Contact Details

072 483 2220

### Years of Industry Experience

7 years

### Qualifications and Memberships

- B-com in Financial Accounting and Managerial Accounting
- SAIPA(South African Institute of Professional Accountants)

### Acquired Knowledge and Application

- Preparation of Financial statements in terms of IFRS, GRAP and King IV reporting on governance
- Treasury regulations
- Supply Chain Management
- Financial Management Frameworks
- International Financial Reporting Standards
- Generally Recognised Accounting Practices
- Municipal Finance Management Act
- Public Finance Management Act
- Division of Revenue Bill
- King IV
- Company's Act
- Income Tax Act

### Professional History

2017– 30 August 2019 | Zenzo Trading and Projects (PTY) LTD Senior – Financial Accountant

2012 – 2017 | Imani Business Advisory – Senior Financial Consultant

2007 – 2012| South African Social Security Agency – Financial Practitioner

2006 – 2007| Eastern Cape Appropriate Technology Unit-Internal Revenue Officer

2004 – 2006| Siyaya Financial Services – Financial Consultant

### References

Pamela Makururu (CA) SA

Role: Senior Manger

Imani

Ph. (073) 525 1742/(084)635 1564

Nozuko Nonkonyana

Role: Manager

SASSA

Ph. (084)6092752



### Professional Overview

Has working knowledge in the Financial Accounting field. Experienced in ensuring that a sound financial environment with regards to applicable legislation, appropriate financial reporting standards and relevant internal financial controls, as well as alignment of accounting principles and financial methodologies through planning, analysis, implementation, coordination, maintenance, monitoring, review supervision and reporting. Committed to providing high quality service to every assignment, in line with MFMA and GRAP requirements. She is a capable and motivated individual who is able to perform in challenging environments to maintain and improve company's bottom line, offer support to company executives by providing data needed to ensure optimisation of profits and sound financial operations.

Tabisa has knowledge of advanced Microsoft office excel, has worked with accounting packages for both private and public sector i.e Pastel Accounting, Xero, Sage, Caseware, MSCOA, Munsoft, Persal, Bas and LOGIS.

### Work Experience

#### Zenzo Trading and Projects PTY LTD: March 2017- Senior Financial Accountant – 30 August 2019

#### Responsibilities:

Responsible for accounting processes and procedures, developing business plans for small medium enterprises  
Due diligence for business enterprises  
Ensure compliance with legislations, procedures and policies  
Review capturing of transactions and reconciliations to schedules and bank and the correctness of codes/ votes used on the system for suppliers to general ledger and Trial balance.  
Monthly general ledger preparation  
Record keeping of financial data  
Bank reconciliation and preparation of month end management account and reporting on the annual budget i.e. on variances and project costs against budget allocation and priorities  
Banking and cash analysis  
Prepare variance analysis between actual monthly reports and budgeted reports  
Review reconciliation of debtors to debtors listing, agree to debtors age analysis and supporting documents.  
Investigate debtors with credit balance and prepare supporting documents.  
Prepare, complete and submit statutory returns  
Responsible for VAT returns submission  
Prepare Financial Statements as per Grap standards  
SARS audit queries response  
Supervise staff

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**Imani Business Advisory – Senior Financial Consultant - 01 May 2012 – 31 February 2017**

**Responsibilities:**

- ❖ Prepare expense analysis and reclassify incorrectly classified expenditure.
- ❖ Clearing of suspense accounts
- ❖ Review reconciliation of debtors to debtors listing, agree to debtors age analysis and supporting document.
- ❖ Investigate debtors with credit balance and prepare supporting documents.
- ❖ Monthly reports on revenue
- ❖ Reconciliation of creditors account to creditors listing, agree to creditors age analysis and collect supporting documents for audit
- ❖ Reconciliation of bank statement to cash book and agreed to bank statement
- ❖ Review and make recommendations on the reconciliation of vat schedule to general ledger and preparing vat file and complete Vat 201, and preparation of non-compliant listing
- ❖ Maintenance of Grap compliant fixed asset register, inventory and reconciliation.
- ❖ Monitor and supervise subordinates
- ❖ Implementation of audit action plan
- ❖ Preparation employee related cost reconciliations
- ❖ Review of grants register and expenditure in line with DORA.
- ❖ Prepare expense analysis and reclassify incorrectly classified expenditure.
- ❖ Clearing of suspense account.
- ❖ Prepare annual budget in line with cost drivers
- ❖ Monitor movements and monthly reports
- ❖ Move funds as required and variance reports within economic classifications
- ❖ Shift funds between programs, prepare variances analysis report between budgeted and actual
- ❖ Capture budget using Basic Accounting System
- ❖ Review of grants register and expenditure in line with DORA.

**South African Social Security Agency – Financial Practitioner - 01 May 2007 – 31 April 2012**

- ❖ Review calculations of salaries for the staff
- ❖ Verification and certification of payroll on the system
- ❖ Authorization of payment of travel/fuel/cell phone claims on PERSAL/BAS system
- ❖ Reconciliation of payments orders to invoices
- ❖ Monitor and forecast and provide variances on district budget
- ❖ Compile monthly reports on expenditure
- ❖ Preparing monthly management accounts
- ❖ Prepare annual budget
- ❖ Prepare variance analysis between actual monthly reports and budgeted reports.
- ❖ Review payroll calculations of subsistence and fuel
- ❖ Supervise staff

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**Eastern Cape Appropriate Technology Unit – Internal Revenue Officer - 01 May 2006 – 30 February 2007**

- ❖ Monitor organizations budget, allocate and adjust department budget in accordance with cost program
- ❖ Full financial processes to ledger, bank reconciliations and petty cash management
- ❖ Management of debt collection and revenue
- ❖ Reporting on the status of revenue for management review
- ❖ Provide effective and efficient financial administration to the organization using Pastel accounting partner

**Siyaya Financial Services – Financial Consultant - 01 February 2004 – 31 April 2006**

- ❖ Prepared VAT reconciliation
- ❖ Prepare Annual Financial Statements
- ❖ Reconciled general ledger accounts to accounting software
- ❖ Assisted in development of Supply chain management manual implementation for Provincial Treasury Pietermaritzburg ( 1 May 2004 to 31 November 2004)
- ❖ Appointed as a Project Manager for Land Claims commission for Land Affairs (1 March 2005 to 31 September 2005)

**Courses attended & Certificates received**

- June 2019 : Practice Management – Sage Accountants Workshop
- June 2019 : SARS Modernisation
- June 2019 : Practice Management – Xero
- April 2019 : Certificate for SARS easyfile: Employer Bi Annual update
- Oct 2018 : Certificate for Ethics –Continuous Professional Development
- Oct 2018 : Certificate for SARS - Employer interim Reconciliation seminar
- Oct 2018 : Certificate for Regular Accounting Blueprint seminar

**Current Employer Reference:**

- Name : Yandisa Adonis (CA) SA
- Company :Zenzo Trading and Projects
- Designation :Manager Finance
- Contact details :082 690 3093/ 010 448 0502