

CURRICULUM VITAE



BONO THUKHUTHA

FINANCE MANAGER

Telephone +27 12 664 5568
Mobile +27 72 207 6646
Email bono@nexfor.co.za

QUALIFICATIONS

YEAR	NAME OF QUALIFICATION	NAME OF INSTITUTE
2014	BCom Accounting	University of Johannesburg

YEARS OF PROFESSIONAL EXPERIENCE

✕ 9 years

LANGUAGE PROFICIENCY

✕ English
✕ Tshivenda

EMPLOYMENT HISTORY

Bono is a Manager at Nexus, dealing with financial matters.

Prior to joining Nexus she had tenures at the following organisations

- ✕ Client accountant at MWRK Accountants and Auditors Incorporated.
- ✕ Trainee accountant at MWRK Accountants and Auditors Incorporated and HLB CMA South Africa Inc
- ✕ Senior Account Manager at Zero 123
- ✕ Accountant at Uphondo Lwe Nyathi Implementation and Training (Pty) Ltd

NATURE OF EXPERIENCE

- ✕ Preparation and presentation of monthly management accounts
- ✕ Reconciliation of cash book
- ✕ Maintain Fixed Asset Register
- ✕ Preparation and reconciliation of VAT report
- ✕ Submission of monthly VAT report
- ✕ Processing of supplier and debtor invoices
- ✕ Quality Assurance - Review the work performed by both the debtors and creditors clerks for accuracy.

Please note that this CV contains personal information of the candidate, and general reference to involvement in investigations. Specific detail about involvement in assignments and roles played in specific investigations/projects will be provided in a separate 'record of experience' document, which will detail the candidate's industry- and investigation-related experience.

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- ✕ Ensure adequate, segregation of duties and internal control systems and procedures in the finance department.
- ✕ Track projects on smart sheets by corresponding with project leads regularly on forecasts, billings, and invoices.
- ✕ Prepare and review monthly VAT reports, ensuring they are submitted timeously and that EXCO has enough time (quality assurance to EXCO) to prepare financially.
- ✕ Prepare and review (quality assurance) monthly EMP201 in detail, ensuring they are submitted timeously and that EXCO has enough time to prepare financially for all payroll levies at month end.
- ✕ Attend to any SARS audits levied on all entities in the group, ensuring all deadlines and requirements are met.
- ✕ Attend stock counts
- ✕ Perform external audits – quality assurance
- ✕ Calculation of income tax
- ✕ Perform review of engagements for various clients -quality assurance
- ✕ Prepare annual financial statements using Draftworx, Case ware Working papers and MS Excel
- ✕ Prepare and file companies and individuals tax returns
- ✕ Perform bookkeeping function (e.g., prepare write-ups of cash books to trial balances, prepare bank reconciliations)
- ✕ Analytical review of income statements and balance sheet
- ✕ Preparation and maintaining fixed asset register monthly
- ✕ Write up of accounting books using excel, pastel, sage, Quickbooks and Xero.
- ✕ Organise and reference work papers for review by the director
- ✕ Review of journal entries
- ✕ Training and mentoring junior staff
- ✕ Audit or reviewing of financial statements in the following key industries:
 - ✕ Non-profit organisations,
 - ✕ Manufacturing
 - ✕ Construction and Engineering
 - ✕ Property
 - ✕ Investment in fixed property
 - ✕ Legal and Trust Institutions (Law firms)
 - ✕ Property development and financing
 - ✕ Retail and supermarkets

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TRAINING ATTENDED

- ✕ Report Writing
- ✕ MFMA/PFMA & Investigation case studies



NEXUS

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