

MARTIN NANTWI

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CAREER PROFILE

A Management Accountant and Internal Auditor with private sector experience obtained with international specialty chemicals company, wealth management multinational and international tobacco manufacturing company as well as broad public sector working experience.

CAREER HISTORY

- Feb 11 – M&J Audit Services and Consultancy , Accra, Ghana
CEO/ Lead Consultant
Duties included
- Carrying out Internal Audits, Financial Recruitment and Training for SME and multinationals
 - Organising and carrying out training to and evaluations on ACP countries on European Development Fund Project Management Cycle
- Apr 07 – Feb 11 British American Tobacco Ghana Ltd , Accra, Ghana
Head of Finance/ Finance Director West Africa Central
Duties included
- Responsible for the efficient running of Finance, Supply Chain, IT, HR and Admin functions within the company in Ghana, Benin, Niger and Togo.
 - Reporting directly to the Zone Finance Director based in Dakar on all capital effectiveness, marketing finance projects and asset disposals in this £25 million business.
 - Liaising with Government on the passage of the excise and tobacco bills which affects the way we do business.
- Feb 06 – Apr 07 British American Tobacco Ghana Ltd , Accra, Ghana
Financial Controller
Duties included
- In charge of day to day running of a team of 10 working in the Financial Services section and Company Secretarial
 - In charge of client/bank relationships, treasury and company tax affairs
 - Liaising with planning, reporting and marketing finance sections to provide timely reporting to both internal and external stakeholders.
- Jan 00 – Nov 05 AXA Insurance (Global Wealth Management Company) Tunbridge Wells, Kent ,UK
Senior Internal Auditor
Duties included:
- Worked in a team of eighteen, ensuring that areas of risk within the individual business functional areas and third party administrators are highlighted and properly addressed by management.
 - Planned and carrying out risk based assessments prior to auditing various functions within the Healthcare and General Insurance business.
 - Conducted operational and financial audits and reviews to tight schedules and in line with terms of reference.
- May 1998 – Jan 00 Elementis Plc (Global Specialty Chemicals Company), London, UK
Group Internal Auditor
Duties included:
- Worked in a small team of three, promoting and ensuring that good financial control is practiced within the group worldwide.

- Planned and carrying out risk based assessments prior to auditing individual operating companies.
 - Conducted operational audits and environmental reviews to tight schedules and in line with terms of reference.
 - Advised businesses on ways to improve operational efficiencies in areas including Accounts Payable, Accounts Receivable, Inventory Control, Credit Control and Fixed Asset/ Capital Expenditure monitoring for projects ranging from \$5,000 to \$2 million.
- May 96 – May 98 Department of Health (Government Department) London, UK
- Internal Auditor**
- Duties:
- Investigated and assessing the efficiency of internal control and management systems within a major Government Department and within regional offices of the National Health Service.
 - Ensured procedures complied with rigorous internal guidelines and used professional expertise to evaluate effectiveness in fraud prevention.
 - Advised managers on the introduction of measures to improve risk management and achieve greater value for money.
 - Appraised viability of grant bids from charities for public funds ranging from £20,000 to £0.5 million.
- Jan 95 – May 96 Department of Social Security (Government Department) London, UK
- Finance Supervisor**
- Duties:
- Managed a team of 7 staff in a busy accounts section in a head office environment used to performing to demanding deadlines
 - Ensured correct assessment and observance of priorities, effective use of fund and prompt and accurate management reporting.
 - Authorised payments from Department Headquarters to external bodies.
 - Controlled the issue and expenditure of petty cash to all Headquarters staff.
 - Revised internal management information systems to ensure comprehensive and meaningful reporting as an aid to senior management control and decision-making.
- Aug 92 – Dec 94 **Policy Executive Officer**
- Duties:
- Leading a team of 3 staff.
 - Drafted responses to Ministerial correspondence and Parliamentary Questions on Unemployment Benefit policy.
 - Managed the consumer database system used for information storage and recall in all Departmental Policy groups and Private Office.
- Sept 90 – Dec 91 Intertan (UK) ltd. (Electrical Retailer) London, UK
- Manager**
- Duties:
- Managed 10 staff serving public in an electrical retailer.
 - Controlled stock mix and levels, product merchandising, staff resources and deployment to ensure a high level of customer care and good profitability.
 - Increased sales revenue by 15% in a 6-month period in the depth of recession.

EDUCATION

June 2004	CISA – Certified Information Systems Auditor
May 1997	ACMA – Associate member of the Chartered Institute for Management Accountants
1987-1990	University of Kent, Canterbury, UK <ul style="list-style-type: none">■ BA (Hons) Accountancy
1986-1987	Woolwich College, London, UK <ul style="list-style-type: none">■ A Levels
1978 – 1984	Achimota Secondary, Ghana <ul style="list-style-type: none">■ O Levels

COMPUTER SKILLS

- General Ledger packages :SAP, Sun Accounts, CIMPRO
- Spreadsheet packages :Excel, Lotus 123
- Word Processing packages :Word, WordPerfect, and Ami Pro
- Databases :Access, Lotus Approach & Notes

PERSONAL INFORMATION

- Marital status :Married
- Age :44 years
- Interests :Gym, Squash, Football and Chess

References:

Available on request