
CURRICULUM VITAE

Personal Information

Name: Makubo Fred

Address: P.O. Box 236
Tororo,
Uganda

Telephone: +256-781544466 or +256-704128521 (Mobiles)

Date Of Birth: 20th June 1975

E-Mail: fmakubo@gmail.com

Citizenship Ugandan

Most Recent Job position: Assistant Director Internal Audit/Head of Internal Audit- Busitema University

Professional Experience:

Summary of the job schedule	Organisation	Period
<p>Assistant Director Internal Audit/Head of Internal Audit</p> <p>Key duties and responsibilities</p> <ul style="list-style-type: none">• Performing a comprehensive risk assessment and preparing an annual risk based internal audit plan to provide management and other stake holders with assurance on the efficiency and effectiveness of internal controls• Conducting internal audits for the University and partners in accordance with the annual risk-based plan; communicating findings and recommendations for improvement• Preparation and submission of annual audit work plan and budgets to the relevant authorities• Tracking the implementation of the agreed internal audit (including external audit) recommendations with senior management, department managers and staff• Preparation, submission and presentation of periodic Audit Committee summaries of the major audit issues, risks facing the University and the management actions taken to address them	Busitema University	November 2020 to date

<ul style="list-style-type: none"> • Providing advice and input to senior management and staff on risk management, internal controls, donors and regulatory compliance, to support the development of internal controls, policies and procedures • Examining and evaluating the adequacy and effectiveness of the University’s internal control systems to ensure soundness, adequacy, application and efficiency of the management, financial, accounting and other operating controls counter potential risks • Carrying out scheduled as well as impromptu/spots check audits as and when deemed necessary; preparing reports for discussion with management • Providing guidance and mentoring when required to the internal audit team to ensure all members continue to grow personally and professionally • Promoting the status of the Directorate of Internal Audit within the University through the provision of value adding services • Preparing and conducting compliance/internal control trainings for staff and partners on internal controls, risk management, policies and procedures, laws and regulations on request <p>Carrying out any other activities as assigned by the supervisor and/or management from time to time.</p>		
<p>Internal Auditor/Head of Internal Audit</p> <p>Key duties and responsibilities</p> <ul style="list-style-type: none"> • Performing a comprehensive risk assessment and preparing an annual risk based internal audit plan to provide management and other stake holders with assurance on the efficiency and effectiveness of internal controls • Conducting internal audits for the University and partners in accordance with the annual risk-based plan; communicating findings and recommendations for improvement • Preparation and submission of annual audit work plan and budgets to the relevant authorities • Tracking the implementation of the agreed internal audit (including external audit) recommendations with senior management, department managers and staff • Preparation, submission and presentation of periodic Audit Committee summaries of the major audit issues, risks facing the University and the management actions taken to address them • Providing advice and input to senior management and staff on risk management, internal controls, donors and regulatory compliance, to support the development of internal controls, policies and procedures 	<p>Busitema University</p>	<p>January 2015-October 2020</p>

<ul style="list-style-type: none"> • Examining and evaluating the adequacy and effectiveness of the University’s internal control systems to ensure soundness, adequacy, application and efficiency of the management, financial, accounting and other operating controls counter potential risks • Carrying out scheduled as well as impromptu/spots check audits as and when deemed necessary; preparing reports for discussion with management • Providing guidance and mentoring when required to the internal audit team to ensure all members continue to grow personally and professionally • Promoting the status of the Directorate of Internal Audit within the University through the provision of value adding services • Preparing and conducting compliance/internal control trainings for staff and partners on internal controls, risk management, policies and procedures, laws and regulations on request • Carrying out any other activities as assigned by the supervisor and/or management from time to time. 		
<p>Internal Auditor</p> <p>Key duties and responsibilities</p> <ul style="list-style-type: none"> • To examine correctness of payment requests, completeness of documentation and certify requisition or, transactions for further processing. • To verify receipts, match and undertake on-line reconciliation of invoices and Local Purchase Orders for goods and services procured prior to effecting payments. • To compile accountability returns, verify and retire advance ledgers. • To maintain primary financial records and up-to-date books of account. • To prepare periodic reconciliations of financial statements and carry out monthly cash book reconciliations to bank statements. • To verify payroll change requests and reports to ensure correctness of computations, payments and deductions; certify and follow-up approval and payment to beneficiaries 	<p>Dairy Development Authority</p>	<p>January 2013 to December 2014</p>
<p>Internal Auditor</p> <p>Key duties and responsibilities:</p> <ul style="list-style-type: none"> • To examine correctness of payment requests, completeness of documentation and certify requisition or, transactions for further processing. 	<p>Namutumba District Local Government.</p>	<p>May 2009 to January 2013</p>

<ul style="list-style-type: none"> • To verify receipts, match and undertake on-line reconciliation of invoices and Local Purchase Orders for goods and services procured prior to effecting payments. • To compile accountability returns, verify and retire advance ledgers. • To maintain primary financial records and up-to-date books of account. • To prepare periodic reconciliations of financial statements and carry out monthly cash book reconciliations to bank statements. • To verify payroll change requests and reports to ensure correctness of computations, payments and deductions; certify and follow-up approval and payment to beneficiaries 		
--	--	--

Membership & Affiliations.

- Member Institute of Certified Public Accountants of Uganda (FM2047)
- Member Institute of Internal Auditors of Uganda (1846291)

ACADEMIC AND PROFESSIONAL QUALIFICATIONS.

Master's in Business Administration (Finance) Uganda Martyrs University (2019)

Certified Public Accountant (CPA), Institute of Certified Public Accountants of Uganda (2013)

Bachelor of Commerce (Accounting), Makerere University Kampala (2005)

Diploma in Education (Secondary), Institute of Teacher Education, Kyambogo (1998)

Uganda Advanced Certificate in Education (UACE), Mukono Town Academy (1996)

Uganda Certificate of Education (UCE), Kisiki College Namutumba (1993)

REFEREES

1. Professor Paul Waako
Vice Chancellor Busitema University
Email: paulwaako@yahoo.com , **Mob:0772-468458**
2. Ms. Josephine Okwi Ossiya
Chief Finance Officer-Bujagali Ltd
Email: jossiia@gmail.com , **Mob: 0752-23772**
3. Ms. Josepha Tibenderana Ndamira
Head of Internal Audit- Trademark East Africa
Email: tjosepha@gmail.com, **Mob:0772-829569**