

## **Peter Mazunga**

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## **Personal data**

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<b>Name:</b> Peter	<b>Surname:</b> Mazunga
<b>Nationality:</b> Zimbabwean	<b>Work Permit:</b> Yes
<b>Driver's license:</b> Yes (code 10)	

## **Working history**

### **2001 – 2024 Professional year's overview**

#### **2024 July - Current: Aurik Enterprise Development (PTY) LTD-Finance and Contracts Manager**

2024 March: June 2024:	AMDEC Property Services (PTY) LTD: Financial Manager
2023 July: Feb 2024:	BroadReach Health Development: Acting Finance Director
2021 October: June 2023:	BroadReach Healthcare: Finance Manager
2020 Dec-Sep 2021:	BroadReach Healthcare: Accounts & Admin Team Lead
2019 Nov-Nov 20:	BroadReach Healthcare: Financial Accountant
2019 Jan - Nov 2019:	BroadReach Healthcare: Project Accountant
2017 Jan - Dec 2018:	ELRU: Finance & Operations Officer
2016 May - Jan 2017:	ELRU: Financial & Systems Admin
2016 Jan -May 2016:	Taj Hotel Cape Town: Income Night Auditor
2010-2015:	Lord Charles Hotel Cape Town: Income Night Auditor
2008-2010:	Lord Charles Hotel Cape Town: Head C&B Barman
2006-2008:	Shearwater Adventure: Senior Bookkeeper
2004-2006:	Kingdom Hotel Victoria Falls: Debtors Controller
2001-2004:	Kingdom Hotel Victoria Falls: Debtors Clerk
1999-2001:	Kingdom Hotel Victoria Falls: Senior Barman

## **Qualifications and Education**

MBA (UFS)	-2022
ACCA	-2021
ACG (CS, CGP, Acc)	- 2017
BCOMPT	- 2016

### **Membership of Associations in good standing**

Affiliate Member Association of Chartered Certified Accountants (ACCA)  
Member of the Chartered Governance Institute of Southern Africa (CGISA)  
Member of the Professional Practicing Group (PPG)  
Member of the Institute of Directors South Africa (IoDSA)  
Member of the Institute of Bankers South Africa (IOBSA)

### **Registrations**

Registered as a Tax Practitioner  
Registered as a Commissioner of Oaths

### Qualifications details:

Master of Business Administration (MBA), University of the Free State (UFS) 2022  
Association of Chartered Certified Accountants (ACCA) 2021  
Chartered Governance Institute of Southern Africa (CGISA) 2017  
BCompt Financial Accounting (UNISA) 2016

**Dates:** 2002-2008  
**Institution:** The British College of Professional Management  
**Qualifications:** Diploma-Business Bookkeeping and Accounts  
Diploma -Accounting in Business and Management  
Diploma-Hotel Operations and Management  
Diploma- Business Economics and Commerce  
Diploma -Business Management and Administration  
Diploma- Computers in Modern Management  
Diploma -Stores Management and Stock Control

### Skills and Experience

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- Strategic thinker with leadership and managerial skills.
- Creative and innovative in problem-solving.
- Diplomatic, tactful, and flexible.
- Ability to understand, adapt, and work in a multicultural context.
- Ability to carry out responsibilities without supervision, can work individually and in a team.
- Experience in drafting budgets, and projections and providing variance analysis.
- Experience in doing budget variance reports and monitoring of budgets thereof.
- Experience in financial strategy, financial planning, financial analysis, and multi-stakeholder reporting
- Multiple currencies accounting and reporting from invoicing, statements, age analysis, trial balance, and balance sheet.
- Experience in preparing reconciliations for multiple bank accounts (including foreign currency bank accounts), petty cash, and credit cards.
- Experience in Auditing, risk assessment, and compliance.
- Experience working on several local and international banking platforms (Standard Chartered Bank, Nedbank, ABSA, FNB, CITI Bank, and JP Morgan).
- Proficient in SunSystems Accounting Package, FINovation, QuickBooks business accounting software, Pastel Evolution accounting software, SAGE, Xero, ACCPAC accounting software, Pastel payroll Evolution package, Opera, Micros, Microsoft Office software, MDA and VTiger.
- Proficient in statutory submission, SARS e-filing administration, and company tax submissions

### Work History Overview

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#### July 2024-Current – Aurik Enterprise Development (PTY) LTD-Finance and Contracts Manager

- Overseeing the financial health of the business, managing the financial aspects of contracts, and identifying and mitigating financial risks.

- Oversee the financial operations of the company, including budgeting, forecasting, financial reporting and overseeing the day-to-day financial activities to ensure accuracy and compliance in all financial functions. Ensure accurate and timely financial information is available.
- Handle the financial aspects of contract management including milestone management and reconciliations. Work closely with the business development team to align financial and performance metrics.
- Review and enhance financial operational activities to improve efficiency and increase controls and effectiveness.
- Identify, analyze, and mitigate financial risks, particularly with regards to the management of client funds, grants and loans.
- Ensure that all financial and contract activities comply with legal, regulatory, and internal standards, including FSCA and NCR.
- Develop long-term financial strategies to support the company's goals and growth.
- Liaise with stakeholders, including management, clients, and suppliers, to discuss contracts and financial matters

**March 2024-June 2024 – AMDEC Property Services (PTY) LTD-Financial Manager  
Duties and responsibilities**

- Financial management of property portfolio (assets worth **R15.5B**).
- Provide commercial assistance with tenant and supplier negotiations to finalise lease agreements and Service Legal Agreements.
- Review and approval of monthly creditor reconciliation and payments for 5 (five) business units.
- Perform feasibilities and financial analysis to assist strategic decision making for 5 business units.
- Monthly financial reporting for Melrose Arch to Co-owners and Executive Committee.
- Daily working capital management (debtors and creditors).
- Preparation of income tax return calculations and submission.
- Delivery of annual audit including approved and signed off AFS by the Co-owners.
- Deliver the annual operational and capex budgets, quarterly forecasts and variance analysis.
- Maintain and improve governance and internal controls.
- Lead financial teams to achieve organizational strategic goals.

**2023 July – Feb 2024 - BroadReach Health Development – Acting Finance Director  
Duties and responsibilities**

- Financial Strategy formulation
- Formulating annual budgets
- Support proposal budgeting.
- Annual, monthly, and weekly forecasting
- Annual, quarterly, monthly, and weekly expenditure report writing.
- Internal and external stakeholder management
- Finance, procurement, assets policies and SOP reviews.
- Internal, external, and sub-recipient annual audit management.
- Financial accounting, financial reporting, assets, and procurement team leadership

- Risk analysis and management.

## **2021 October – Feb 2024 - BroadReach Health Development – Finance Manager**

### **Duties and responsibilities**

- Grant Financial Management of the USAID and PEPFAR project for 5 (five) years' worth **USD242,8M**
- Oversee and manage the completeness and accuracy of the accounting records of the project and therefore BroadReach Health Development.
- Prepare cash flow forecasts versus actual performance monthly and provide updates to the Finance Director.
- Providing leadership in the development of annual costed work plans and budgets, guide and oversee the alignment of the budget to expected results, review annual budgets and quarterly financial reports in accordance with predetermined deadlines and budgeting parameters.
- Prepare and circulate accurate financial reporting monthly in accordance with predetermined deadlines.
- Review of management accounts for reasonableness and accuracy and provide a comprehensive variance analysis, including a review of current results to prior month data, and actuals to budget, including insights and commentary.
- Provide organisational annual financial planning including forecast.
- Lead in project and organizational financial analysis and produce trend analysis trajectory.
- Ensuring the organizational financial systems are maintained and working optimally and producing efficient reports as required.
- Ensure the external audit is conducted timely with no overruns by timely coordination and escalation of issues raised. Be the point of contact for all audit queries and ensure you source responses from finance staff should you not be able to respond.
- Ensure that all balance sheet reconciliations are completed and signed off before submission to auditors.
- Ensure compliance with tax legislation through timely compilation and submission of reports to tax authorities i.e., SARS etc.
- Ensure that month-end and/or year-end journals are complete, accurate and processed on time.
- Ensure that bank reconciliations are completed accurately and on time.
- Ensure that intercompany invoices are drawn up accurately as per the agreed timelines and that payments are made timeously.
- Ensure that all new finance staff are trained in the various finance processes and procedures.
- Supervision of in-country finance staff to ensure that all financial accounting and reporting deliverables are met.
- Develop and regularly update finance Standard Operating Procedures for review by the Finance Director.
- Ensure compliance with IFRS, US government rules and regulations, local country laws as well as BroadReach policies and procedures.
- Develop and implement sound procurement systems, processes, and policies.
- Engage in contract renewal and negotiations for new service providers,
- Build operational excellence in structure, processes, technology, and operations to deliver outstanding performance and attract growth investment.

- Attract, develop, and retain employees who become raving fans, motivated by our vision and mission, and who see BroadReach as a major source of professional and personal inspiration and well-being.
- Support the Sub-recipients in financial compliance and review their relevant reports during assessments.
- **Acted as a Procurement Lead** (guiding and supporting contracts management, procurement processes, and mitigating risks)
- **Acted as an Assets Team Lead** (guiding and supporting assets management, procurement processes, and mitigating assets related risks)
- Occasional **Acting Finance Director** in the absence of the Finance Director.

**2020 December – September 2021 -BroadReach Healthcare- Accounts & Admin Team Lead**  
**Duties and responsibilities**

- Grant Accounting of the USAID and PEPFAR project for 5 (five) years worth **USD207,6M**
- Manage a team complement of 9 direct reports and 5 indirect reports.
- Keep track of the submission of various returns for the project.
- Ensure compliance with tax legislation.
- Ensure that month-end and/or year-end process is done timeously.
- Support program staff in ensuring that customer accounts receivable or payable agree with external records by periodically preparing fund accountability statements based on the accounting records and reconciling them with the customer's records.
- Ensure that bank reconciliations are completed accurately and on time.
- Ensure that intercompany invoices are drawn up as per deadlines and they are accurate.
- Raise debtors' invoices timeously and accurately.
- Ensure that vendor records are complete and accurate and that payments are made on time.
- Ensure that all new finance staff are trained in the various finance processes and procedures.
- Drafting Finance-related policies and SOPs and reviewing the existing policies and SOPs.
- Conduct refresher training for existing staff on accounting procedures and system processes.
- Compile training manuals for various system processes as well as ensure that the manuals are up-to-date-and provided to training participants.
- Ensure compliance with IFRS and other accounting standards.
- Coach and mentor direct reports.
- Training in-country finance staff to ensure that all financial accounting-related deliverables are met.
- Travel to country offices to conduct periodic finance reviews, provide support as well as conduct training as may be required.
- Work closely with the program and other finance personnel to ensure that customer records are up-to-date.
- Execute specific financial accounting-related deliverables to parts of the business on rotational/relief basis.
- Lead in the Annual external audits.
- Manage the Office Administration team and ensure timely execution of responsibilities.
- Raising Payroll journals.
- Reconciliation of VAT submissions.

- Timely quarter and annual SA Statistics submissions.
- Consolidated COVID 19 USAID team tracker submissions in the absence of the Finance Director.

### **2019 December- 2020 November -BroadReach Healthcare-Financial Accountant**

#### **Duties and responsibilities**

- Manage a professional team complement of 5 direct reports.
- Keep track of the submission of various returns for all entities, e.g., FBAR reports, etc.
- Ensure compliance with tax legislation through timely compilation and submission of reports to tax authorities i.e., SARS, IRS, etc.
- Ensure that month-end and/or year-end journals such as depreciation, accruals, prepayments, etc., are complete, accurate, and processed on time.
- Support program staff in ensuring that customer accounts receivable or payable agree with external records by periodically preparing fund accountability statements based on the accounting records and reconciling them with the customer's records.
- Ensure that bank reconciliations are completed accurately and on time.
- Ensure that intercompany invoices are drawn up as per deadlines and they are accurate.
- Ensure that vendor records are complete and accurate and that payments are made on time.
- Ensure that all new finance staff are trained in the various finance processes and procedures.
- Conduct refresher training for existing staff on accounting procedures and system processes.
- Compile training manuals for various system processes as well as ensure that the manuals are up-to-date and provided to training participants.
- Ensure compliance with IFRS and other international reporting legislation.
- Coach and mentor direct reports or any junior finance team members.
- Assist in-country finance staff when required to ensure that all financial accounting-related deliverables are met.
- Travel to country/field offices to conduct periodic finance reviews, provide support as well as conduct training as may be required.
- Work closely with the program and other finance personnel to ensure that customer records are up-to-date.
- Execute specific financial accounting related deliverables to parts of the business on rotational/relief basis.

### **2019 January-2019 November -BroadReach Healthcare-Project Accountant**

#### **Duties and responsibilities**

- Grant management of the USAID and PEPFAR project for 5 (five) years. The project is worth **USD155M**
- Maintain, prepare, and submit accurate district financial reports for SA Programs.
- Draft annual budgets, manage district budgets for SA Programs.
- Identifying and managing variances between budgets and actuals for districts in the SA Programs.
- Program Support - Develop sound relationships with district managers, other departments, and the SA Program team to always ensure compliance.
- Assist in ensuring that closeouts are timely and well executed.

- Lead in Financial Sub awards quarterly assessments and monitor adherence to contractual obligations including performing risk assessment.
- Lead in Financial Districts quarterly assessments and recommend financial controls accordingly.
- Manage the Sub-awards, mentor wherever necessary and support them so that they comply with USAID funding requirements.
- Review the Advance Request and Liquidation Reports submitted by Sub recipients.
- Accurately prepare monthly Advance Request and submit them for review and approval.
- Accurately prepare monthly Liquidation reports and submit for review and approval.
- Prepare weekly financial reports for districts and entire organization for the internal management.
- Monthly Cash flow forecast, monitoring, and management.

### **2017 January-December 2018-Early Learning Resource Unit (ELRU) NGO- Finance & Operations Officer**

#### **Duties and responsibilities:**

- All round financial management, reporting, analysis, and control.
- Grant management of 14 (fourteen) funders for compliance and timely reporting.
- Receipts of all grants, issue S18A certificates and thank you letters.
- Analysis of all deposits every month.
- Treasury management, managing bank balances, and investing the surplus in the most interest-earning account.
- Manage the cash flow of the organization.
- Manage all investment accounts and share trading accounts.
- Manage stock and oversee stock taking.
- Budget preparation-annual budget of over R20,000,000.
- Prepare monthly management accounts.
- Prepare donor reports for programs and help with narratives.
- Audit preparation and being the contact person for the annual audits.
- Submission of all statutory payments with SARS.
- Processing month-end and year-end journals.
- Maintaining fixed asset register and processing insurance claims.
- Debtor's management and produce debtor's age analysis monthly.
- Process creditor's payments on standard bank business online.
- Creditors management-prepare creditors age analysis monthly.
- Quickbooks chart of accounts management and amendments.
- Process monthly salaries of 37 staff members and 280 stipend payments on pastel payroll.
- Manage administrative assistant, housekeeper, and driver as well as conduct an annual appraisal and quarterly reviews as Human resources leader.
- Manage the deliverables of information technology consultancy.
- Act as a health and safety officer, maintaining health and safety standards.
- Coordinate legal matters in consultation with the Director and legal representatives.
- Management of property and negotiating all operational contracts when they expire.
- Developing organizational and financial policies and SOPs and performing regular reviews.

- Financial reporting to the Board of Directors.
- Management of organizational governance documents, and review for compliance.
- Facilitated the B-BEEE annual renewals.
- Was a contact person for SARS e-filing administration.
- Submissions of organizational tax returns timeously.

**2016 May-January 2017- Early Learning Resource Unit (ELRU)-Finance and Systems Administrator.**

**Duties and responsibilities:**

- Day-to-day capturing of financial information as well as procurement of items.
- Payments requisitions for all core expenses.
- Petty Cash management, weekly and monthly reconciliation.
- Cheque card management- Ensure Cheque account has enough funds according to weekly payment projections.
- QuickBooks- I am responsible for capturing monthly EFT, cheque card payments, and petty cash transactions in QuickBooks.
- Monthly bank reconciliation for ten bank accounts.
- Invoice and statements generation for book sales and services provided.
- Create an authorized chart of accounts in QuickBooks.
- Input the yearly budget in the system according to donor funds breakdown.
- Maintaining the asset register and maintenance of organizational vehicles.
- Ensure smooth running of IT and liaising with operations service providers.
- Administer that all security controls are working properly.
- Maintenance of health and safety procedures and policy.
- Assist the Finance officer in all HR duties as required.
- Assisting the finance officer during yearly audits.

**2016 Jan -2016 May -Taj Hotel Cape Town (five star) -Income Night Auditor**

**Duties and responsibilities:**

- Running the night audit shift in the absence of all senior managers.
- Auditing of 9 revenue centers to balance with the revenue received.
- Investigate any discrepancies found in revenue centers and forward my findings to the front office manager.
- Running of the night audit end of the day on Opera.
- Manage a team of night housekeepers, security, chefs, cleaners, and night receptionists.
- Checking in guests as well as checking out guests during the night shifts.
- Attending to any guest queries and complaints as well as finding solutions to the problems that might arise during the shift.
- Being the custodian of hotel safe keys and front office petty cash float.
- Checking all the banking for accuracy for all 9 outlets including day shift front office team.
- To adjust revenues and post all adjustments made thereto.

**2010 – 2015-NH Lord Charles (four star) – Income Night Auditor**

**Duties and responsibilities:**



- I was responsible for timely check in and check out of guests.
- Making reservations and ensuring that all aspects of room reservation procedure are followed, including bookings, confirmations, cancellation policies.
- Managing cash float throughout the shift and ensuring that the float balances at the end of each shift.
- Ensure Safety and security for the safety and leisure of guests.
- Supervised the night kitchen staff, security guards and night housekeeping team.
- Performing the end of day procedures.
- Verifying revenue from all sources /outlets is accurately balanced and to follow up on discrepancies.
- Compiling and running all statistical reports for all departments and transferring information to the accounts department.

**2008-2010-NH Lord Charles Hotel -Head Conference & Banqueting Barman**

**2006-2008-Shearwater Adventure (Inscor Africa)-Senior Bookkeeper**

**2004-2006-Kingdom Hotel (African Sun Group)- Debtors Controller.**

**2001-2004 Kingdom Hotel (African Sun Group)- Debtors Clerk**

**1999-2001 Kingdom Hotel (African Sun Group)- Barman**

#### **Awards and Honors**

- First Place-CGISA in Public Sector Governance 2017 exam-Southern Africa Region
- Third Place-CGISA in Corporate Administration 2017 exam-Southern Africa Region
- UFS Academic Award prize for Best MBA Student in Corporate Strategy for 2020

#### **Short Courses attended.**

- J.P.Morgan School of Finance-Leading in the now and in the next-Gordon Institute of Business Science (University of Pretoria)
- Implementing partners workshop contacted by USAID
- Mini MBA contacted by African Sustainability Academy.
- Debtors Management (forensics and tracing contacted by International Business Training.

#### **Current Studies**

- PhD at Rhodes University-Focus research area: Leadership

#### **References-available on request**

#### **Other voluntary activities involved in**

- Part time Lecturer at Spectrium Graduate School of Business: **ACCA (SBL, AAA & APM)**
- Grading Assessor-Accounting-Boston City Campus
- Board Member at 3 NGOs (Treasurer, Finance and Audit Committee member)