

Paul Bwiruke
224 Avenue Polyclinique, Goma RD Congo
pbwiruke@virunga.org | paulbwiruke@gmail.com | +243 993 675 954

Education

B+5 in Finance and Business Administration

Institut Supérieur de Commerce de Goma (ISC GOMA) in North Kivu/ DR Congo

Graduation: July 2014

Bachelor in Business and Administration

Institut Mahano, Rutshuru in North Kivu/ DR Congo

Graduation: July 2006

Experiences

Virunga Foundation UK (Goma/North Kivu DR Congo)

Title: Finance Director

August 2020 - Current

Oversees all the aspects of financial management and internal control, including the budgeting, accounting, treasury, assets, financial reporting and operations, establishing policy; preparing statutory accounts, safeguarding the assets of the organization to minimize risk of financial loss; and developing and maintaining costing systems and reporting tools to provide high-quality financial information and analysis that supports governance and management decision-making.

Virunga Foundation (VF) UK / Virunga National Park (Goma/ North Kivu- DR Congo)

Title: Head of Finance and Administration

January 2018 – July 2020

Lead the finance department and all operations, including general administrative processes, financial management, procurement, accounting and logistics:

- Prepare financial inputs for program development in accordance with VF strategy development standards
- Implement VF budget policies and financial action; prepare and process forms for grants
- Assist the CEO and COO in the financial planning and analysis process;
- Establish and maintain sound and transparent accounting and fiscal control procedures;
- Ensure compliance of financial and operations systems with VF policies and procedures, EU, USAID, Private Foundations rules and regulations, and local laws;
- Develop, analyze and monitor program budgets, monitor and follow-up on donor proposals and reporting deadlines;
- Verify and provide budgetary clearance to proposals and reports for resource fundraising team
- Monitor and track wire transfer requests and expenditures against budgets and support budget realignments as needed;
- Manage project procurement processes in accordance with VF policies and applicable regulations;
- Ensure successive and continuous program straighten with high quality standards in appropriateness, timeliness, and effectiveness of sector program (projects) for sustainability, compliances and accountability;
- Coordinate professional and personal development of finance and support services staff;
- Liaise between VF headquarters and the field office on financial and procurement matters;
- Contribute to the development of high-quality work plans, quarterly and annual reports, financial reports, and any other reports required by donors;

- Liaise with internal and external auditors in the review of project financials; prepare and organize VF's annual account audits; draft all audit responses; and review and monitor on any outstanding audit recommendations and validate the account with the CFO and auditors the accounts before the board sign off (working with Crowe, KPMG, PwC, Deloitte, etc);
- Collaborate with partners, stakeholders, and communities within the area of responsibility to maintain and work to strengthen good relationships;

Projects budget size per year: \$15 Million

Daily Business language: English and French

Number of staffs supervised: 25 persons

**Virunga Foundation UK / Virunga National Park (VNP)
(Rumangabo/North Kivu- DR Congo)**

January 2015- December 2017

Title: Tourism Department Senior Accountant

Help the VNP to establish the tourism department, manage finances, accounting and operations, and develop a system to control all financial activities within the Virunga National Park.

- Support account management, analyze expenditures against approved allocations, and reconcile cashbooks with bank statements.
- Prepare and submit deposits and wire transfer requests to the bank;
- Issue checks of payment for processed transactions and log payments, and distribute checks to the appropriate vendor;
- Review the tourism staff timesheets and processes monthly payroll;
- Calculate and process any tax payments;
- Meet with all the tourism tour operators to reconcile all their debts and bookings for the account's receivables;
- Prepare and maintain all financial reporting to fiscal authorities;
- Ensure that all financial transactions and practices adhere to OHADA and government of DRC regulations;
- Enter expenses into Sage ERP (the VF accounting system) and provide supporting documentation;
- Oversee procurement processes for all the tourism purchases;
- Collect and review employee expense reports for accuracy;
- Maintain transparent and audit-proof record-keeping systems per VFs' policies, and review, process, and enter accounting activity into the SAGE software
- Obtain documentation and approval for all transactions;

Budget size per year: 5 Million

Daily Business language: English and French

Number of staffs supervised: 6 persons

**Virunga Foundation UK /Virunga National Park
(Goma/North Kivu- DR Congo)**

January 2014-December 2014

Title: EU Projects Senior Accountant

Lead the accounting and audit department for the EU project at Virunga National Park.

- Manage cash flow, including funds transfers from EU donor to VF's account, local currency exchange, and petty cash.
- Record financial transactions into the accounting system (ERP), and submit each month's expenses in a timely manner,
- Prepare and organize auditing processes, and monitor any outstanding audit recommendations;
- Develop, update and maintain an accurate tracking system of all financial activities related to the conservation and development;
- Ensure accuracy of data entry and complete journal entries for non-routine expenses as necessary.
- Liaise with the then-head of finance and administration to conduct a final review of vouchers and vendor invoices to ensure thorough maintenance of financial documentation on all field transactions.
- Ensure open and competitive bidding processes on procurements in accordance with VF's policy.
- Ensure that all paid invoices agree with supporting documentation, including price quotes, purchase requests, and purchase orders, per VF's Procurement Policy.

- Liaise with vendors regularly to collect invoices and administrative forms.
- Provide cashier functions and maintain office inventory as follows: intake petty cash funds; count out petty cash to local staff based on receipts authorized in accordance with policies and procedures; record the amount counted out; and perform cash reconciliations.
- Maintain inventories and controls over project office fixed assets, such as furniture and computer equipment.

Budget size per year: 10 Million

Daily Business language: English and French

Number of staffs supervised: 6 persons

**Virunga Foundation UK / Virunga National Park
Goma, North Kivu, DR Congo
Finance Intern**

September 2013-December 2013

Along the then-head of finance and accountants, work in the accounting, project analysis, budget preparation, and analysis and control for various projects.

- Ensure regular bank reconciliations between accounts per books and accounts per banks
 - Accounting data entry into the accounting software to ensure automatic updates of financial reports
 - Analyze budgets and work with accounts and heads of finance to prepare and analyze financial statements
-

**Consultant--account and fiscal advisor to members of FEC board
(Federation des Entreprises du Congo)**

January 2013-August 2013

The main focus was in financial modeling to allow a steady implementation of the OHADA system according accounting laws of the Democratic Republic of Congo.

- Design models for revenues recognition, income statement, statement of cash flows, statement of shareholders' equity, and the balance sheets to submit to the legislative body of the Congolese government
 - Design and implement a tax system for both private and public companies in the DR Congo
-

**Consultant at UNOPS IDP for data collection and analysis
(Goma/North Kivu-DR Congo)**

November 2012 – December 2012

Collect real time data from the market, encode the data on an open data kit, assist in cleaning and retrieval, and work on the analysis for projects related to internally displaced people in the North Kivu Province, Eastern DR Congo.

- Encode relevant questionnaire on an open data kit (ODK) and Kobo Collect
 - Perform field operations related to data collection from different stakeholders
 - Perform data cleansing, retrieval, and analysis
 - Provide insights and recommendations to the UNOPS IDP office in Goma for decision-making process.
-

MARKETING FIDUCIARE CABINET D'AUDIT

January 2011 – October 2012

Title: Accountant

- Enter expenses into MAFIG's accounting system and provide supporting documentation for expenses;
- Prepare and submit monthly accounting reports to the Head of Accounting, and respond to questions from the accounting officer;
- Maintain transparent and audit-proof record-keeping systems per MAFIGs' policies;
- Obtain documentation for all transactions;
- Research the status of invoices and payments, as required;

Other Skills

Languages

- French: fluent
- English: Good
- Swahili: Native

Technologies

- Advanced Microsoft Office Suite
- Accounting Systems (Sage 100, Sage Pastal, Saga, QuickBooks, Ciel Compta)
- ERP (Sage Evolution)

References

- **Maarten Schimmel:** Group Chief Finance Officer at VF UK (Current direct supervisor)
Email: mschimmel@virunga.org
Tel: +31 6 49388945 (WhatsApp) | +243 999 826 816
- **Emmanuel De Merode:** Chief Executive Officer at Virunga Foundation UK in Rumangabo/North Kivu – RD Congo,
Email : edemerode@virunga.org
Tél : +243993 448 133
- **Frederic Henrard:** Chief Operation Officer at Virunga Foundation in Rumangabo /North Kivu- DR Congo.
Email: fhenrard@virunga.org
Tel: +243976679933 | +32 494 634 835 (WhatsApp)
- **Tara Candland:** Project Manager at Bridgeway Foundation in New York/US (ex-Virunga Fund Inc Office Manager)
Tel: +1 (925) 389-9301
Email: taracandland@gmail.com