

## LIGHTNESS WILLIAM MBOYA

PHONE NUMBER +255754366360/ +255622769360

E-mail: [lightnessmboya65@gmail.com](mailto:lightnessmboya65@gmail.com)

### 1.0 EXPERIENCE:

#### 2020 – PRESENT: SELIAN LUTHERAN HOSPITAL – CHIEF TREASURY

##### Main duties performed:

- Assist in formulating the Hospital's future direction and supporting tactical initiatives
- Monitor and direct the implementation of strategic business plans
- Develop financial and tax strategies
- Manage the capital request and budgeting process
- Develop performance measures that support the Hospital's strategic direction
- Manage the accounting, legal, tax and treasury departments
- Oversee the Financial operations of Hospital and foreign operations
- Supervise acquisition due diligence and negotiate acquisitions
- Report Financial results to the Hospital Governing Committee
- Report the Hospital Assets as per valuation assessed by the approved valuer not exceed five years
- Ensure timely audit of the Hospital financial reports by the Independent Audit.

#### 2015- 2019: SELIAN LUTHERAN HOSPITAL – PAYROLL MASTER

##### Main duties performed:

- To prepare monthly payroll including keeping up to date information on advances
- To receive on timely payroll from the Sub treasury offices
- To receive on timely payroll sheets from projects
- To compile all institutional payroll into the organizational payroll.

- To receive any amendments from the management and act thereof.
- To deal with all NSSF, NHIF and PAYE and other payroll deductions.
- On timely ensure all statutory deductions are made and submitted.
- Focal person for all employee payroll issues.
- To ensure proper posting of all accounting information in the computer.
- To prepare Bank reconciliation statements monthly for all bank accounts and present to the Chief accountant.
- To produce monthly financial reports such as Income and Expenditure.

**2010 – 2014: SELIAN LUTHERAN HOSPITAL – REVENUE ACCOUNTANT.**

**My Responsibilities were:**

- Preparing invoices for claims to our clients
- To maintain debtors and creditors
- To ensure income and debts of organization are properly collected.
- To collect debts from receivables.
- To participate in valuation of closing stock and tangible assets.
- To participate in annual stocktaking.
- To prepare Bank Reconciliation Statements.
- To maintain in proper custody all incoming bills and claims.

**2008 – 2009: SELIAN LUTHERAN HOSPITAL – ASSISTANT ACCOUNTANT.**

**Main duties performed:**

- To prepare cheques according to the payment vouchers approved
- Posting payment vouchers and receipts
- Make cash payments and receipts
- Prepare NSSF and PAYE

## **2.0 PROFESSIONAL:**

2004 – 2007: Accounting Intermediate Levels, Institute of Finance Management (IFM) collaboration with  
National Board of Accountants & Auditors (NBAA)

2002 – 2003: Accounting Technician Certificate, Institute of Finance Management (IFM) collaboration with  
National Board of Accountants & Auditors (NBAA)

## **3.0 SOFTWARE:**

- Computer Skills on Microsoft Excel, Word and Power Point.

## **4.0 LIST OF REFEREES:**

### NAME

### ADDRESS

1. EVALINE JAMES MUSHI

TWIGA CEMENT COMPANY,

DAR ES SALAAM,

E-mail: [evaline.j.mushi@tz.ey.com](mailto:evaline.j.mushi@tz.ey.com)

Phone # 0785670603.

2. Dr. Tumaini E. Butiku

Selian Lutheran Hospital,

Arusha

E-mail: [tumainibutiku@gmail.com](mailto:tumainibutiku@gmail.com)

Phone # 0763044519

3. Mr.Bosco Gadi

Business Registration and Licensing Agency,

DAR ES SALAAM,

E-mail: [ringgadi@yahoo.co.uk](mailto:ringgadi@yahoo.co.uk)

Phone # 0754314049