

# AUGUSTINE BARNIE

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Catholic University Ghana  
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## PROFILE:

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Forward-thinking internal auditor with a great understanding of auditing procedures. Offering expertise in compliance and information technology issues. Familiar with managing schedules, directing teams and overseeing closing processes. Well-versed in internal controls, report writing, exceptional interpersonal, communication and multitasking abilities.

## Educational Background and Qualifications:

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DURATION:	INSTITUTIONS/QUALIFICATIONS
2018- 2019	Kwame Nkrumah University of Science and Technology (MSc. Accounting and Finance)
2013 – 2015	Kwame Nkrumah University of Science and Technology (Commonwealth EXC. Master of Business Administration MBA)
2006 – 2010	Catholic University of Ghana, Fiapre-Sunyani BSc. Economics and Business Administration (Accounting)
2002 – 2005	St. Augustine’s College, Cape Coast (Ghana) –SSSCE

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## WORK EXPERIENCE:

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### A. Head of Compliance and Information Technology Unit

Internal Audit Department (From March, 2022 – Date)

Catholic University of Ghana

#### RESPONSIBILITIES:

- Making sure that guidelines relating to the operation of information technology components of the University's systems and processes are complied with.
- Ensuring that the University adheres to the internal rules, regulations, policies, and procedures such as the Status, condition of service, financial regulation, procurement regulations etc.
- Making sure that there is compliance of laid down to external laws, policies and regulations such as Tax Laws, Public Financial Regulations, Income Tax and SSNIT laws etc.
- Ensuring compliance to internal control and risk policies and guidelines.
- Ensuring adherence to custody, management and disposal of fixed assets.
- Ensuring adherence to Guidelines of Regulators such as Ghana Tertiary Education Commission, Nursery and Midwifery Council, Allied Health Professional Council, Mentoring Universities and all other Regulatory Bodies that the University deals with.
- Assessing the University's adherence to grant agreements with Partners as well as memorandum of understanding and others.

### B.

#### Junior Assistant Internal Auditor

Internal Audit Department (From August, 2020 – Date)

Catholic University of Ghana

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#### RESPONSIBILITIES:

- Assists the Internal Auditor to perform audit according to the standards for the Professional Practice of internal auditing issued by the Institute of Internal Auditors (IIA) and (ICAG)
- Assists the Internal Auditor to conduct an analysis of existing compliance records and making any necessary updates
- Keeping track of any violations reported against the University and responses and plans regarding these violations
- Testing Transactions and Functioning of Specific Internal Control Procedures □ Assists the Internal Auditor in Managing the Internal Audit function
- Pre and Post vetting of payments of the University.  
Assists the Internal Auditor in Examining and evaluating the adequacy and effectiveness of the University's system of internal controls.
- Review of the reliability and integrity of financial and operating information within the University.
- Auditing of various departments and faculties of the University.
- Review of the system established to ensure compliance with those policies, plans, procedures, laws, regulations and contracts which could have a significant impact on the operations of the University.
- Assists the Internal Auditor in Reviewing of the operations and programmes of the University to ascertain whether the results are consistent with established objectives and goals.
- Identification of risks the University is facing and coming out with remedial measures to mitigate the effects of the identified risks.

C.

#### Ag. Internal Auditor /Chief Auditing Assistant

Internal Audit Department (From July, 2016 –August, 2019)

Catholic University of Ghana

#### RESPONSIBILITIES:

- Perform individual audits according to the standards for the Professional Practice of internal auditing issued by the Institute of Internal Auditors (IIA) and (ICAG)
- Conducting an analysis of existing compliance records and making any necessary updates
- Keeping track of any violations reported against the University and responses and plans regarding these violations

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- Develop expectations on process goals/objectives, process design and necessary controls to be incorporated into the planning, testing and reporting phases of the audit assignment Examination and Evaluation of Internal Controls.
- Testing Transactions and Functioning of Specific Internal Control Procedures □  
Managing the Internal Audit function
- Pre and Post vetting of payments of the University.
- Preparation and submission of audit report to Board.
- Review and evaluation of work of the internal audit staff.
- Advise management on effective internal control systems
- Examination and evaluation of the adequacy and effectiveness of the University's system of internal controls.
- Review of the reliability and integrity of financial and operating information within the University.
- Establishment and monitoring of control policies and procedures of the University.  
Auditing of various departments of the University.
- Review of the system established to ensure compliance with those policies, plans, procedures, laws, regulations and contracts which could have a significant impact on the operations of the University.
- Review of the operations and programmes of the University to ascertain whether the results are consistent with established objectives and goals.
- Identification of risks the University is facing and coming out with remedial measures to mitigate the effects of the identified risks.
- Perform special reports and reviews directed by Board and management.

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Internal Audit Department (From Sept, 2011 – June, 2016)

(Senior Audit Assist.) Catholic University of Ghana

#### RESPONSIBILITIES:

Assist the Internal Auditor in the following:

- Assists the Head of Internal Audit Department in establishing and maintaining a unified audit methodology
- Ensures, in cooperation with the Head of Internal Audit Department, the establishment and adequate maintenance of Audit files
- Assists the Head of Internal Audit Department in the definition of auditable units as well as in their regular adaptation to changes in the University's organizational structure, work flows or product range

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- Assists the Head of Internal Audit Department in developing an annual audit plan which is based on a proper risk assessment; assists in carrying out the necessary risk assessments of the auditable units
- Assists the Head of Internal Audit Department in monitoring the University's development and deciding on necessary, risk-based adjustments of the audit plan □ Inspects and receive all items acquired by University College.
- Supervises the filling of fuel of all University vehicles and generators.
- Gathers, prepares, and analyzes data during the pre-audit phase
- Conducts audit sampling
- Performs audit field work
- Vetting of pay roll
- Assets Verification
- Post Audit
  
- Drafts reports for the Head of Internal Audit
- Filing of Office Documents
- Receiving and Dispatching of Office Documents  
Provides Back-up Data as Needed
- Handles all Inquiries Within my Capacity

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Internal Audit Department (From October, 2010 – August, 2011) (National Service Personnel) Catholic University of Ghana

#### RESPONSIBILITIES:

Assist the Internal Auditor in the following

- Filing of Office Documents
- Receiving and Dispatching of Office Documents
- Provides Back-up Data as Needed

#### PROFESSIONAL BODY MEMBERSHIP:

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The Institute of Internal Auditors Ghana (IIAG) – Student 2011

## POSITIONS HELD:

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Volunteer - Catholic University College Soccer Team Coach	20014- Date
House Prefect of St. Theresa's at St. Augustine's College	2004 - 2005
Second in Command of St. Augustine's College Cadet Corps	2004 – 2005

## COMMITTEES SERVED:

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- SOFT Furnishing Committee for Principal Officers of the University September, 2016
- Transport Committee Member for Congregation Planning Committee

## ORGANIZATIONAL SKILLS AND COMPETENCES:

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- Excellent Ability to Deal with Confidential and Sensitive Information
  - Computer Skills: Microsoft Windows, Word, Excel, Power Point, QuickBooks and Microsoft Navision
  - Internet Research Ability
  - Good skill in Quantitative Analysis
  - Ready to Learn New Techniques and Admit Errors
  - Good Communication Skills
  - Good leadership Skills
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## SEMINARS AND TRAINING COURSES ATTENDED:

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- Cyber Security Training 2022
- The 2019 Annual Internal Audit & Governance Conference 2022
- The 2019 Annual Internal Audit & Governance Conference 2019
- The 2018 Annual Internal Audit & Governance Conference 2018
- Empowerment Seminar 2011
- Exit Summit Strategy 2010
- Project Management Professionals 2010
- Footprint of Excellence 2004

## HOBBY:

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- Watching of football
- Researching on the internet
- Travelling.

## REFEREES:

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Professor Daniel Obeng-Ofori (President)  
Catholic University of Ghana, Fiapre  
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Mr. Thomas Ameyaw (Assistant Director of Finance)

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