

LAYKAWN'S EXECUTIVE CANDIDATE, MBA, CNA (ANAN)

SENIOR PUBLIC SECTOR ACCOUNTANT | FINANCIAL CONTROL | TREASURY & PAYROLL ADMINISTRATION

State of Origin: Bauchi
Address: Kogi State, Nigeria
Phone number: +234 805 481 8968
Email address: accountant@laykawngritworks.com
Marital Status: Married

PROFESSIONAL SUMMARY

Highly accomplished Senior Public Sector Accountant with over 12 years of progressive experience in Federal Government financial management, audit, payroll administration, treasury operations, and regulatory compliance within a military and public-sector environment. Proven expertise in Financial Regulations, Treasury Circulars, IPSAS-aligned reporting, payroll and pension administration, budget control, loan management, and audit assurance.

Recognised for strengthening internal controls, ensuring zero-defect financial compliance, safeguarding public funds, and advising senior leadership on strategic financial decisions. Well-positioned for Higher Civil Service roles at the Office of the Accountant General of the Federation (OAGF), Federal Ministry of Finance Headquarters, or Senior Accountant positions in premium Federal MDAs and Parastatals.

CORE COMPETENCIES

- Public Sector Accounting & Financial Regulations (IPSAS, TSA, Public Procurement Act)
- Treasury Operations & Fund Control
- Payroll, Pensions & Gratuity Administration
- Budget Preparation, Monitoring & Variance Analysis
- Internal Audit, Risk Management & Compliance Assurance
- Loans & Advances Administration
- Financial Reporting & Advisory to Senior Management
- Inter-Agency Coordination & Stakeholder Engagement
- Records Management & Documentation Control
- Proficiency in Accounting Software (e.g., GIFMIS, Excel Advanced, QuickBooks)
- Analytical & Problem-Solving Skills
- High Integrity & Confidentiality

PROFESSIONAL QUALIFICATIONS

- Certified National Accountant (CNA) – Association of National Accountants of Nigeria (ANAN), 2017

EDUCATION

- Master of Business Administration (MBA) – Nigerian Defence Academy (NDA), Kaduna, 2014
- Postgraduate Professional Diploma in Accounting Nigerian College of Accountancy (ANAN), Jos, 2012
- Higher National Diploma (HND) in Accounting & Finance – Federal Polytechnic, Bauchi, 2009
- National Diploma (ND) in Accounting & Finance – Federal Polytechnic, Bauchi, 2005

PROFESSIONAL EXPERIENCE

08/2025 – Present
Afaka, Kaduna State

Finance Officer

Directorate of Coordination (DCOORD), Nigerian Defence Academy (NDA)

- Represents the Directorate of Finance (DOF) at DCOORD, ensuring 100% compliance with Financial Regulations, Treasury Circulars, and IPSAS standards, resulting in zero audit queries.
- Advises the Director on financial planning, fund utilization, and regulatory implications,

PROFESSIONAL EXPERIENCE

07/2025 – 08/2025

Abuja, Nigeria

supporting executive decisions that optimize budget allocation.

- Manages collection, disbursement, and rendition of public funds with complete supporting documentation, reducing reconciliation discrepancies.
- Maintains accurate financial records and vouchers, enhancing audit readiness and internal controls.

NDA Liaison Officer / Accountant (Redeployment)

Nigerian Army Resources Centre (NARC)

- Served as primary financial and administrative liaison between NARC and NDA Distance Learning Centre (DLC), managing budgets for postgraduate programs and instructors' entitlements.
- Oversaw payroll processing and financial accountability for DLC engagements, ensuring timely payments and compliance with inter-agency protocols.
- Strengthened financial controls for collaborative programs, achieving efficiency in fund tracking and reporting.

01/2022 – 07/2025

Afaka, Kaduna State

Officer-in-Charge, Loans, Advances & Checking Unit

Directorate of Finance, NDA Headquarters

- Led verification of vouchers, cashbooks, payrolls, pensions, gratuities, and allowances, preventing irregular payments and safeguarding public funds.
- Administered NDA Revolving Loans for 500+ staff, ensuring accurate deductions and recoveries with a 98% on-time recovery rate.
- Conducted periodic nominal roll reviews, eliminating payroll inaccuracies and reducing ghost worker incidents.
- Enhanced internal controls and audit preparedness, contributing to zero-defect compliance in annual audits.

09/2021 – 12/2021

Afaka, Kaduna State

Bursar

NDA Staff Primary School

- Managed school budgeting, accounting, payroll, procurement, and financial reporting in line with DOF guidelines and Public Procurement Act.
- Advised school leadership on financial implications of projects, ensuring cost-effective policies and savings in operational expenses.

05/2016 – 08/2021

Afaka, Kaduna State

Civilian Pay Section Officer

Directorate of Finance, NDA Headquarters

- Prepared and processed civilian staff salaries, NYSC allowances, and cadets' feeding allowances for 2,500+ personnel, ensuring accuracy and timely disbursement.
- Conducted annual staff verification exercises, improving payroll accuracy and supporting regularization processes.
- Compiled monthly payment summaries, facilitating seamless regulatory compliance.

06/2014 – 04/2016

Afaka, Kaduna State

Finance Officer

NDA Medical Centre

- Maintained accurate financial records and prepared monthly, quarterly, and annual statements, achieving 100% compliance with IPSAS.
- Managed cash flow, bank reconciliations, and petty cash, while processing payroll and statutory deductions.
- Provided financial advisory support to management, optimizing resource allocation and reducing variances.

07/2013 – 05/2014

NDA Ribadu Cantonment,
Kaduna State

Accountant in Training

NDA Consult, Kaduna

- Conducted bank reconciliations, rendered accounts, and maintained consultancy financial records.
- Managed staff salary records and bank liaisons, ensuring smooth operations.

06/2010 – 05/2011

Ado-Ekiti, Ekiti State

NYSC – Accountant

Office of the State Accountant General

- Reconciled bank statements and cashbooks to verify monthly government payments, contributing to accurate state financial reporting.

COMMITTEES & STRATEGIC ASSIGNMENTS

- Secretary, NDA Loans Committee – 2022 - Present
- Member, DOF Senior Staff Appraisal Committee – 2025
- Secretary, NDA Modern Mammy Market Committee – 2025
- Member, NDA AR Joint Staff Appointment and Promotions Committee (Junior Staff) – 2022
- Member, Routine Audit Committee (NDA Consult) – 2019

LANGUAGES

English (Fluent)
Goemai (Native)
Tiv (Fluent)
Hausa (Conversational)

REFERENCES

Available upon request.