



DANIKA
26580

EDUCATION

HIGHER EDUCATION:

North-West University (Potchefstroom Campus), South Africa In Process

Master of Commerce in Management Accounting

MAJORS : Management Accounting

Chartered Institute of Management Accountants (CIMA) 2024

Chartered Global Management Accountant (CGMA)

MAJORS : Strategic Management
Risk Management
Financial Strategy

North-West University (Potchefstroom Campus), South Africa 2023

Bachelor of Commerce (Honours) in Management Accounting

MAJORS : Management Accounting
Financial Accounting
Strategic Management

University of South Africa (UNISA) 2020
 Bachelor of Accounting Science
 MAJORS : Financial Accounting
 Management Accounting

North-West University (Potchefstroom Campus), South Africa 2007
 Bachelors of Commerce in International Trade and Marketing
 MAJORS : Economics
 Business Management
 Marketing Management
 Management Accounting (taken as additional subjects)

SHORT COURSES:

Potchefstroom Business School

2016
 Certificate in Commercial Forensic Investigation (NQF Level 6) – 79%

2015
 Certificate in Commercial Forensic Law (NQF Level 6) – 86%
 Certificate in Practice and Fraud Risk Management (NQF Level 6) – 73%

2014
 Certificate in Commercial Forensic Accounting (NQF Level 6) – 85%
 Certificate in Commercial Forensic Information Technology (NQF Level 6) – 81%

SECONDARY EDUCATION:

Port Natal School, South Africa 2002

GRADE 12

SUBJECTS : Afrikaans (First Language) (Higher Grade)
 English (Second Language) (Higher Grade) (Distinction)
 Accounting (Higher Grade) (Distinction)
 Mathematics (Higher Grade)
 Business Management (Higher Grade) (Distinction)
 Geography (Higher Grade)

LANGUAGES

- English (native)
- Afrikaans (native)

COMPUTER PROFICIENCY

I am very proficient in the following: -

OPERATING SYSTEMS

- Microsoft Windows (all)
- Fedora Linux

MANAGEMENT & INFORMATION SYSTEMS

- Quali Financial Systems (KFS)
- Oracle E-Business Suite
- IDU (Budgeting and Financial Analysis)

OFFICE SUITES

- Microsoft Excel – Excellent (including VLOOKUP, PivotTables, etc)
- Microsoft Word – Excellent
- Microsoft Office (other) – Excellent
- OpenOffice

OTHER

- Adobe Photoshop
- Canva

WORK EXPERIENCE

1 FEBRUARY 2019 – CURRENT

COMPANY : North-West University
Hoffman Street, Potchefstroom, South Africa

DEPARTMENT : Finance & Facilities – Governance, Reporting & Treasury

POSITION : **Accountant – Capital Asset Management**

DUTIES :

- *Fixed Asset Management*
 - Responsible for ensuring accurate recording of all fixed assets (>24 000 assets) in the Fixed Asset Register of the North-West University (NWU) in accordance with IFRS.
 - Month-end procedures including journal of constructed assets & buildings, reconciliation and balancing of the Fixed Asset Register with the General Ledger and ensure that all relevant transactions have been captured.
 - Compile the Property, Plant & Equipment Note to the Annual Financial Statements.
 - Implement and maintain internal control measures for the identification and recording of all asset acquisitions.
 - Conduct full asset verification and rectification of the fixed assets register.
 - Budgeting, forecasting, analysis, and variance analysis of annual depreciation.
 - Useful life analysis and recommendations for changes in estimations including financial impact.
 - Provide training to NWU staff members on fixed asset management within sub-departments.
 - Compile and implement Fixed Asset Rules documentation.

- *Title Deeds*
 - Control and safeguard all title deeds (>250 properties) of the NWU, ensuring availability for inspection upon request by authorised persons.
 - Lead the creation of an electronic database for the NWU title deeds, providing guidance on data completeness by cross-checking with plans.
 - Ensure that comprehensive records are received and maintained.

- *Bank Reconciliations*
 - Oversee and provide leadership in monthly reconciliations of all NWU bank accounts (>40 accounts).
 - Bank relationship management with various institutions.
 - Created & implemented global reconciliation template used within NWU.
 - Ensure timely reconciliation of all bank accounts and proactive resolution of reconciling items.
 - Assist in the implementation and provide post-implementation support for Paygate online payments.
 - Provide training to NWU staff members on bank reconciliations within sub-departments.

- *KFS Fixed Assets Sub-System Manager*
 - Serve as the Functional Area Expert for the Fixed Asset System within the Quali Financial System (KFS).
 - Ensure effective and accurate functionality of the fixed asset modules in KFS.
 - Address and resolve system bugs promptly; conducted specifications and testing of fixed asset reports.
 - Responsible for KFS user manuals related to fixed assets.

- *Ad-hoc*
 - Contribute to maintaining NWU financial policies, guidelines, and procedures and internal controls.
 - People management, leadership, and mentorship of two staff members.

1 FEBRUARY 2017 – CURRENT

COMPANY : North-West University
Hoffman Street, Potchefstroom, South Africa

DEPARTMENT : Internal Audit

POSITION : **Internal Audit Assistant**

DUTIES :

- Investigation of fraud-related cases within the University – including investigation, data gathering, reporting, disciplinary hearings, and assistance to South African Police Services

1 OCTOBER 2013 – 31 JANUARY 2019

COMPANY : North-West University
Hoffman Street, Potchefstroom, South Africa

DEPARTMENT : Finance & Facilities – Financial Planning
Faculty of Education – Research & Innovation

POSITION : **Financial Officer**

DUTIES :

- Drafting and management of faculty research budgets
- Design and implementation of internal financial controls
- Financial management of all Research Award activities in faculty
- Preparation of financial reports for deputy dean and directors
- Analysis and interpretation of financial information
- Financial management of national and international research projects (according to respective contracts)
- Funding management and planning of faculty workshops, extraordinary professors, and visitors to the faculty (including all day-to-day payments, invoicing, and receiving, etc)
- Communicating relevant and material updates and changes to NWU and Faculty policies and guidelines to Faculty personnel
- Drafting of financial research incentives and their future financial effects; implementing and communication of selected incentives
- Management of scientific travels for researchers, including reservations and payments
- Provide financial training to newly appointed Directors and Financial Officers with regards to processes, procedures, and NWU and Faculty policies and guidelines
- Conduct payments for all projects payment requisitions, foreign payments, journals)
- Presentation of financial information workshops for new and existing academics, directors, and research assistants pertaining to policies and processes of research within the Faculty
- Drafting of human resource-related documents for permanent and temporary employees within the research sphere of the faculty as per NWU Human Resource policies and requirements

1 OCTOBER 2012 – 30 SEPTEMBER 2013

COMPANY : North-West University (Potchefstroom Campus)
Hoffman Street, Potchefstroom, South Africa

DEPARTMENT : Faculty of Education Sciences – Research Focus Area

POSITION : **Financial Administrative Assistant**

DUTIES :

- Financial management of research funding activities in faculty
- Financial management along with administrative officer of all national and international research projects within the faculty (according to contracts)
- Funding management and planning of faculty workshops
- Management of scientific travels for researchers, as well as conducting reservations and payments
- Distribution of financial reports
- Reconciliation of financial reports
- Conduct payments for all projects by means of NWU financial system (payment requisitions, foreign payments, journals)

MEMBERSHIPS

- CIMA (Chartered Institute of Management Accountants) – CGMA Member since 2024
- ICFP (Institute of Commercial Forensic Practitioners) – Associate Member since 2014
- Golden Key International Honour Society – Member since 2022

ACHIEVEMENTS

2016

ICFP (Institute of Commercial Forensic Practitioners) - Top performing student - Commercial Forensic Investigation

2002

Port Natal High School – Accounting Prize in Grade 12

REFERENCES

NAME : Mr Danie Walker
COMPANY : North-West University
South Africa
POSITION : Finances & Facilities – Governance, Reporting & Treasury –
Director (former)
TELEPHONE : +2782 335 6867
EMAIL : danie.walker9@gmail.com

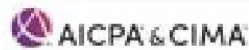
NAME : Prof Elsa Mentz
COMPANY : North-West University
South Africa
POSITION : Faculty of Education – Research Unit – Self-Directed Learning –
Director
TELEPHONE : +2718 299 4780
EMAIL : elsa.mentz@nwu.ac.za

NAME : Mrs Madelein van der Merwe
COMPANY : North-West University
South Africa
POSITION : Internal Audit - Director
TELEPHONE : +2718 285 2802
EMAIL : madelein.vandermerwe@nwu.ac.za

Congratulations, Danika Alberts!

You have completed the CGMA Professional Qualification exams, and your practical experience requirements have been approved. Would you like to finalize your application for membership?

Let's go



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Danika Alberts, CIMA Membership - Member

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My products and subscriptions

Date of Purchase All time Status Active



ACTIVE

CIMA CGMA

Order # B2N8114L000001aLJ068
Product # CIMAACMA21
Format Credential
Expires Dec 31, 2024

Access Now



ACTIVE

CIMA ACMA

Order # B2N8114L000001aLJ068
Product # CIMAACMA21
Format Credential
Expires Dec 31, 2024

Access Now



AICPA & CIMA

Together as the Association of International
Certified Professional Accountants

Advanced Diploma in Management Accounting

This is to certify that

Ms Danika Linda Alberts

Contact identification reference

990795334

Has completed the management level of CIMA's examination

July 2023

Date of registration with CIMA

January 2021

On behalf of the Council

Andrew Harding, FCMA, CGMA
CIMA Secretary General

This certificate must not be taken to imply that the holder is a member of CIMA.
Note: No practical experience has been assessed as part of this award

BACHELOR OF COMMERCE HONOURS IN MANAGEMENT ACCOUNTANCY

awarded to

DANIKA LINDA ALBERTS

after complying with all the requirements

28 March 2023



Prof MB Tyobeka
Vice-Chancellor



Prof M Verhoef
Registrar





We certify that

DANIKA LINDA ALBERTS

*having complied with the requirements of the Higher Education Act
and the Institutional Statute, was admitted to the degree of*

BACHELOR OF ACCOUNTING SCIENCES

in Financial Accounting

*at a congregation of the University
on 27 October 2020.*

M. Mahanya

Vice Chancellor

A. J. J. J.

Executive Dean



A. Shikpo

University Registrar

19830261337730G11661





NORTH-WEST UNIVERSITY
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT

BACCALAUREUS COMMERCII

Toegeken aan

**** DANIKA LINDA VENTER ****

nadat aan al die vereistes voldoen is


Kampusrektor: Potchefstroom
15 Maart 2007


Visekanselier




Registrateur

Golden Key International Honour Society

This Certifies That

Danika Linda Alberts

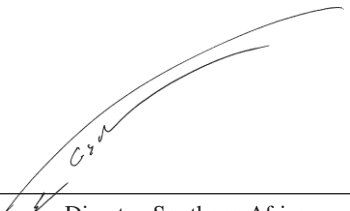
Is a member of Golden Key International Honour Society as validated by

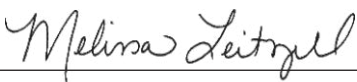
North-West University

and is hereby granted all Honours, Benefits and Privileges
pertaining to membership in the Society, effective

2022




Director Southern Africa


Executive Director