

Family name: Jeffrey

First name: Craig Sean

ID: 6903085265089

Nationality: South African

Education:

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained
Technikon Pretoria 1990 – 1992	National Diploma Cost and Management Accounting – NQF 6
Unisa 1994 – 1997	Bachelor of Accounting Science (BCompt) – NQF 7
Unisa 2000 – 2001	Postgraduate Certificate in advanced taxation – NQF 8
<ul style="list-style-type: none"> • North West University 2004 – 2005	MCom (SA and International Taxation) – NQF 9
Unisa 2010 – 2011	Advanced Programme in Value Added Tax – NQF8

- Highest qualification

Membership of professional bodies:

Registered Assessor and Moderator - LGSETA
LGRS-A1306-552
Mod597CRAJe0913

The South African Institute for Business Accountants (SAIBA)
SAIBA BA(SA)
Membership Number – SAIBA6159

The South African Institute of Tax Professionals (SAIT)
Master Tax Practitioner (SA)™
Membership Number – 44337010

Other skills (e.g. computer literacy, etc.) Lecturing/Facilitating
 Coaching
 Mentoring
 Computer Literacy
 Management
 Training
 Management Consulting
 Project Management
 Accounting and Taxation
 Auditing
 Cost and Management Accounting
 Tax Administration
 Reporting
 Assessment and Moderation

Present positions: **Independent Consultant for the following institutions:**

- Learner support coach (LSC) – Deloitte Consulting (Pty) Ltd.
- Part-time Lecturer – Southern Business School.
- Coordinator and tutor – Oxbridge Training Institute. (Intela Tax Program – FASSET Funded)

Years within the current organisations:

- Deloitte Consulting (Pty) Ltd – 4 Years
- Oxbridge Training Institute (Pty) Ltd – 3 Years
- Southern Business School – 3 Years

Professional experience:

Present Employment:

Date (From – To) (mm/yy)	January 2014 - Present
Organisation	Southern Business School (SBS)
Location	Krugersdorp
Position	Part-time lecturer for the following subjects: Cost and Management Accounting I Cost and Management Accounting II Taxation I
Description of duties	<ul style="list-style-type: none"> • Any ad hoc duties required by SBS.

	<ul style="list-style-type: none"> • Setting of assignments and memoranda for three subjects. Two assignments per subject together with memorandum for each subject per year. • Assessment of assignments. • Reporting on assignment results. • Setting of examination papers and memoranda for three subjects. Two assignments per subject together with memorandum for each subject per year. • Setting of tutorial letters for examination for three subjects. Two tutorial letters per subject together with memorandum for each subject per year. • Assessment of examination papers. • Reporting on examination results. • Managing all student and subject queries during two semesters per year by responding to enquiries, questions etc. using the modes as mentioned. • Participation in subject groups on MYSBS. • Keeping record of subject support. • Presentation of classes during study week. • Revision of three study guides annually. • Attending of meetings, training and graduation ceremonies.
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Date (From – To) (mm/yy)	September 2015 - Present
Organisation	Oxbridge Training Institute (Pty) Ltd
Location	Pretoria - Polokwane
Position	Coordinator/Tutor Intelta Tax Training Programme - Polokwane
Description of duties	<ul style="list-style-type: none"> • Ensure understanding of the project in terms of its content and objectives • Assist with marketing, recruitment and selection • Assist with finding facilitators for soft skills/work readiness programme. • Be responsible for the logistics. <ul style="list-style-type: none"> - Obtain venues and computer centres for the duration of the project. - Ensure that the students have all their learning material in time.

	<ul style="list-style-type: none"> - Ensure that the classes run effectively and efficiently. • Ensure assessment venues, exam papers and invigilation (if necessary) • Assist with the opening launch and the graduation ceremony. • Assist with the establishment of a mentoring programme. • Coordinate with University of Pretoria: Manage student enrolments with CE at UP; ensure that students know when to write the assessments • Give the necessary student support (Tutoring) in terms of attending to early signs of drop-out, personal crises, motivation and technical tax support. • Tutor learners on the prescribed programme (Taxation NQF 6 level) as by Enterprises at University of Pretoria. • Tutor learners on Knowledge based SAIT exam end of the year. • Mark assessments and tests for learners. • Load assessment results on the UP Click-up system. • Manage drop-outs of learners to a minimum. • Manage high throughput and pass rates. • Manage the work placements opportunities for students: find employer placements, assist learner to find placement and keep a database. • Manage class attendance, forward attendance records on a weekly basis, manage absenteeism. • Write monthly reports. • Manage any crisis effectively • Promoting Oxbridge Training Institute as a brand and a training company by building relationship and ensuring quality delivery. • Assist learners to become Tax Practitioners registered at SAIT. • Coordinate and facilitate other Accounting programs in Limpopo (AAT) provided by Oxbridge Training Institute (Pty) Ltd. • Any Ad hoc duties.
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Date (From – To) (mm/yy)	February 2015 - Present
Organisation	Deloitte Consulting (Pty) Ltd
Location	Pretoria - Polokwane
Position	Learner Support Coach – Letsema (BANKSETA)
Description of duties	<ul style="list-style-type: none"> • The Learner Support Coaches (LSC) will attend an intense and dynamic formal coaching programme provided by Deloitte Consulting (Pty) Ltd • The learner coaching interventions would coincide with the monthly LSC visits and would be individual learner sessions and group sessions. • Monthly, the LSC will conduct a group session with the learners from a specific branch to introduce the main learning criteria from the Workplace Orientation and Dynamic Coaching Programme (WODCP). • Workplace based assignment - Each learner will practically apply a short professional workplace based assignment such as a critical conversation with a role player in the organisation on which they will provide feedback and be measured during the next Learner Support Coach – Learner interaction. • Learner support coach must submit a monthly report to the project office and includes each participating employer per learner, analysing challenges and solutions. • Should a learner not be able to write a test or an exam, the LSC will assist the learner to complete an application form to request the academic committee to consider a re-write opportunity for the specific learner. • Unresolved challenges are communicated in the monthly reporting documentation together with procedures followed to resolve the challenge. • All learner activities that impact on payroll should immediately be communicated to the project office.

	<ul style="list-style-type: none"> • All serious learner challenges and situations should also immediately be communicated to the project office. • Advise learners and administer leave in accordance with the stipulations of the Employment contract. • Facilitate the briefing of the employment contracts and/or learner's agreements with the learners. • Facilitate the induction training of the Workplace Orientation and Dynamic Coaching Programme (WODCP) • Facilitate the signing and collecting of learnership agreements and other relevant documents during induction. • Will inform learner of employer protocol, and that termination must be first discussed with employer. • LSC's should also meet with the learners' bank coaches on a monthly basis and include coach comments and suggestions in the monthly reports. • Manage and monitor the attendance registers of Letsema learners. • Learner sessions are scheduled to take place monthly, at the host employer. • Provide monthly reports per learner indicating the dates of the visits. • Report issues of termination, absconding and similar urgent issues to the project office and the employer by email, and telephone as soon as issue manifests.
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Past Employment:

Date (From – To) (mm/yy)	January 2014 – March 2015
Organisation	LH Education (Pty) Ltd now Oxbridge Training Institute (Pty) Ltd
Location	Pretoria - Polokwane
Position	Coordinator/Facilitator – Letamo Work readiness programme (FASSET)
Description of duties	<ul style="list-style-type: none"> • Ensure understanding of the project in terms of its content and objectives.

	<ul style="list-style-type: none"> • Assist with marketing, recruitment and selection. • Assist with finding facilitators for soft skills/work readiness programme. • Be responsible for the logistics: <ul style="list-style-type: none"> - Obtain venues and computer centers for the duration of the project. - Ensure that the students have all their learning material in time. - Ensure that the classes run effectively and efficiently. • Ensure assessment venues, exam papers and invigilation (if necessary). • Assist with the opening launch and the graduation ceremony. • Assist with the establishment of a mentoring programme. • Give the necessary student support in terms of attending to early signs of drop-out, personal crises, motivation. • Manage drop-outs to a minimum. • Manage the work placements opportunities for students: find employer placements, assist learner to find placement and keep a database. • Manage class attendance, forward attendance records on a weekly basis, manage absenteeism. • Write monthly reports. • Manage any crisis effectively. • Promoting LH Education (Pty) Ltd as a brand and a training company by building relationship and ensuring quality delivery. • Coordinate and facilitate other Accounting programs in Limpopo (AAT) provided by LH Education (Pty) Ltd. • Any Ad hoc duties.
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Date (From – To) (mm/yy)	June 2012 to December 2013
Organisation	Deloitte Consulting (Pty) Ltd
Location	Pretoria - Polokwane
Position	Mentor – Municipal Finance Programme - SAIT (FASSET)

<p>Description of duties</p>	<ul style="list-style-type: none"> • Mentor provides support to learners of the Municipal Finance Program to Portfolio Evidence (POE) building and remediation. • Coaching 90 learners in the Limpopo province. • Portfolio of evidence collection and portfolio of evidence collection for remediation • Responsible for communicating and relationship building with 20 municipalities and Provincial Treasury within Limpopo province. • Any Administration required by the program by project office. • Report writing monthly indicating dates of visits at learners at their respective municipalities. • Manage and monitor the attendance registers of learners. • All serious learner challenges and situations should also immediately be communicated to the project office.
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<p>Date (From – To) (mm/yy)</p>	<p>April 2010 – December 2011</p>
<p>Organisation</p>	<p>SARS</p>
<p>Location</p>	<p>Polokwane</p>
<p>Position</p>	<p>Operational Specialist</p>
<p>Description of duties</p>	<ul style="list-style-type: none"> • Mentor and Coach for the SARS graduate programme. • Managing performances by ensuring that the milestones of the assigned four graduates indicated in the Learner Activity Manual (LAM) are met within planned and approved time frames. • Coaching and mentoring of four graduate trainees on a constant basis. • Developing of graduate trainees through regular training interventions presented. • Assisting graduates to Act within the parameters of all Acts administered by SARS, Companies Act, GAAP (General Accepted Accounting Practice) as well as Labour Relations Acts, Contract Law, the Constitution, Trade Agreements and SARS policies and procedures.

	<ul style="list-style-type: none"> • Assisting graduates with the planning and execution of audits and raising of assessments. • Assisting graduates with objections and appeals on assessments raised. • To perform any other operational and work related duties. • Keeping statistics for management purpose. • Committee Member of the Technical Committee of SARS which handles the processing of objections, approving tax assessments above R250,000, approving the imposing of additional tax, waiving of penalties and/or interest. As a committee member, we also provide technical assistance in any complicated taxation matter on an ad hoc basis. • Objection and Appeal coordinator. Keeping registers up to date per the procedures and guidelines of SARS. • As a Co-coordinator, I am also providing management ad hoc information regarding objections and appeals as well as monthly, quarterly and yearly updates. • Providing technical assistance to all the other auditors/personnel on an ad hoc basis.
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Date (From – To) (mm/yy)	March 2008 – March 2010
Organisation	Nedbank Business Banking
Location	Polokwane
Position	Credit Manager
Description of duties	<ul style="list-style-type: none"> • Finalise credit applications and excess reports. • Make credit decisions. • Verify and check information received from Credit Risk Analyst. • Identify additional information. • Develop a bankable solution for the client's needs. Ensure compliance to credit policy. • Conduct client visits to develop deeper understanding of the business. • Finalise and sign off credit applications. • Make credit recommendations on applications.

	<ul style="list-style-type: none"> • Document the decisions in a form of a report. • Attend relevant committee meetings. • Release limit once security documents in order. • On-going management of 'Credit Risk'. • Review daily excess reports of clients. • Identify early warning signals in client behaviour, industry or markets that are indicative or change in risk profile. • Ensure appropriate actions are taken on early warning signals to mitigate risks. • Refer/handover client to credit risk manager. • Manage MIS exceptions (e.g. annual or interim reviews, AFS, MAS, Excon and debtor list). • Manage covenants (financial and non-financial). • Supervision, coaching and development of 'Credit Analyst' • Interview and select Credit Analyst. • Train and develop Credit Analyst. • Review and manage performance of Credit Analyst. • Develop a career path for Credit Analyst.
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Date (From – To) (mm/yy)	August 1993 – February 2008
Organisation	SARS
Location	Standerton
Position	Various Positions
Description of duties	<p>PAYE Auditor - August 1993 – February 1998</p> <ul style="list-style-type: none"> • The planning and execution of PAYE audits and raising of assessments. • Handling of objections and appeals on assessments raised during PAYE audits done. • Writing an audit report. • Ensure employers comply with the Tax administration and all relevant legislation regarding employees tax. • To perform any other operational and work related duties.

	<ul style="list-style-type: none">• Keeping statistics for management purposes. <p>Company Assessor - February 1998 – December 1999</p> <ul style="list-style-type: none">• Issuing of original, reduced, additional Income Tax and STC assessment.• Responsible for issuing of IRP30 certificates per guidelines (Labour Brokers).• Perform all administrative task related to pre-assessment maintenance.• Handling and finalising of objections and appeals on assessments raised.• Keeping statistics for management purposes. <p>Individual/Company/Trust Assessor - December 1999 – November 2001</p> <ul style="list-style-type: none">• Issuing of original, reduced, additional Income Tax and STC assessments.• I was solely responsible of issuing of IRP30 certificates.• Perform all administrative task related to pre-assessment maintenance.• Keeping statistics for management purposes. <p>Income Tax Consultant - December 2001 – January 2003</p> <ul style="list-style-type: none">• To provide comprehensive tax related service, such as incorrect assessments, calculation of tax, Verbal law interpretation and explanations.• Solving complex queries and conducting taxpayer education so that effective and efficient service delivery can be achieved, thereby improving the public image of SARS in general.• Updating statistics for management purposes on a regular basis.• Keep up to date with latest tax legislation to assist tax payers as well as office personnel.
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	<p>Income Tax Auditor - February 2003 – February 2008</p> <ul style="list-style-type: none"> • Auditing taxation aspects in all its facets. (Individuals, Partnerships, Companies, Close Corporations, Trusts, Estates, VAT, PAYE, STC, CGT etc.) • The planning and execution of audits and raising of Assessments. • Writing an audit report. • I was also handling objections and appeals on assessments raised. • To perform any other operational and work related duties. • Keeping statistics for management purposes.
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Date (From – To) (mm/yy)	February 1993 – July 1993
Organisation	SA Kok & Co (Chartered Accountants)
Location	Standerton
Position	Accounting clerk
Description of duties	<ul style="list-style-type: none"> • General accounting clerk duties. • Stocktaking. • Data capturing accounting entries. • Compiling Financial statements. • Handling SARS queries. • Compare SARS assessments with financial information.