

CURRICULUM VITAE

Proposed role in the project:

Category:

Staff of duncan williamson ltd

- **Family name:** Williamson
- **First names:** Duncan
- **Date of birth:** 12th November 1952
- **Passport holder:** Yes
- **Residence:** United Kingdom
- **Education:**

| Institution (Date from - Date to) | Degree(s) or Diploma(s) obtained: |
|---|--|
| University of Newcastle upon Tyne 1983 – 1986 | MBA Degree |
| Sunderland Polytechnic 1979 – 1980 | Certificate of Education |
| Teesside Polytechnic 1971 – 1974 | Higher National Diploma (Business Studies) |

- **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

| Language | Reading | Speaking | Writing |
|----------|---------|----------|---------|
| English | Native | Native | Native |
| Russian | 5 | 5 | 5 |
| French | 5 | 5 | 5 |
| | | | |

- **Membership of professional bodies:** Diploma of the Chartered Institute of Marketing UK by examination 1986

Other skills: (eg Computer literacy etc) Have lived in a wide variety of countries in a wide variety of ethnic and cultural settings. Integrate well within any community in which I find myself and have retained contacts and friendships from the local communities in several of the countries in which I have lived and worked.

The nature of my work has necessitated the development of a high levels of communication skills: I am able to express myself to a high level both orally and in writing. Can communicate at a wide variety of levels and my presentation skills are also excellent.

Have proven my ability to work effectively as a member of a team and as the leader of a team. In a recent review of my work, a colleague described my relationship with a group of students she was observing as comfortable: I took that as a complement of the highest quality!

Have acted in amateur dramatics productions over the years and was a member of the round table service organisation for three years: becoming treasurer in my second year

Managed the €7 million project in Kazakhstan for four of the five years that i served with it. Forged and maintained excellent relationships with my expatriate team, the local EU delegation and with our local counterparts. my project achieved the accolade, under my leadership, of being reported to the EU as "One of the best in the CIS":.

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Managed a US\$2 million project in Georgia concerning the provision of technical skills and assistance to the SME sector in that country. Took over the project half way through its life and was able to increase productivity by around 100% whilst reducing labour costs by 60%
Background in management accountancy has always stood me in good stead in project management situations as I have no difficulty in understanding the budgetary and control implications of the project and its aims and objectives

I am highly competent in terms of financial and management accountancy as well as educational and institutional reform. I am highly computer literate: I use Microsoft Office 2010 (Word, Excel and PowerPoint) to a high level. My product costing work was spreadsheet based meaning that I develop and apply spreadsheet models to an advanced standard. I use my spreadsheet modelling skills in my teaching, training and professional development work too.

Set up and maintain my own web sites at www.duncanwil.co.uk and www.excelmaster.co.uk
Write my own teaching/learning materials and write professionally for other web sites, notably www.bized.ac.uk and www.skillgate.com amongst others. Review books for pleasure and professionally

- **October 2009 – July 2011:** Senior Faculty Accounting and Financial Management, National Institute of Management and Administration, Kabul, Afghanistan: acting Team Leader since August 2010 – March 2011.
- **Years within the firm:** I am self employed and work on a consultancy basis. I have been self employed since 1998
- **Key qualifications:** (Relevant to the project)
- **Specific experience in the region:**

| Country | Date from - Date to |
|--------------------------|--|
| Kazakhstan | August 1998 – July 2003: professor and director of MBA department at the Kazakhstan Institute of Management and Strategic Research: significant teaching, curriculum and institutional development work |
| Kyrgyzstan Uzbekistan | January 2001 – August 2001: director of curriculum reform whose duties were to develop and implement the curriculum for a professional accounting qualification for Central Asia and Russia |
| Afghanistan | October 2009 – July 2011: head of department of accounting at the National Institute of Management and Administration, Kabul with major curriculum, teacher training and development and institutional development roles |

• Professional experience

| Date from - Date to | Location | Company& reference person (name & contact details) | Position | Description |
|----------------------------|------------------------|--|---|--|
| October 2009 – July 2011 | Kabul Afghanistan | Maxwell Stamp Group plc, Dave Runganaikaloo, Senior Project Manager +44 (0) 207 251 0147 | Senior Faculty Accounting and Financial Management, National Institute of Management and Administration, Kabul, Afghanistan | Head of the Faculty of Accounting and Financial Management. Involving curriculum development, teacher training, administration and management, institutional development |
| Feb 2003 – Present | Various locations | Self Employed | Consultant | Accountancy training and education in the Middle East, Far East and Central Europe: International Financial Reporting standards, Management Accounting, Budgeting, Spreadsheets for Accountants |
| October 2005 – June 2006 | Romania | HCL Athens Greece | Bucharest, Romania Team Leader PHARE Project: International Financial Reporting Standards training | Training needs analysis, devising and delivering a vocational training programme within the Romanian Ministry of Public Finance: Implementation Agencies. |
| Nov 2002 – January 2003 | Bosnia and Herzegovina | IBTCI 8614 Westwood Center Drive Suite 400 Vienna, VA 22182USA | Director of Product Cost Systems Development, Bosnia and Herzegovina | Development and implementation of product cost systems in manufacturing organisations together with training of local staff and academic accountants |
| Jan – Sep 2002 | Bishkek, Kyrgyzstan | Pragma Corporation Inc 116 East Broad Street Falls Church, VA 22046 USA | Director of Curriculum Development for Accounting Reform in Central Asia | Developing accounting curriculum for professional accountants, development of training strategy in furtherance of the revised curriculum, training of professional and academic accountants in technical accountancy matters. Based in Bishkek, Kyrgyzstan and had a roving brief for that also included Kazakhstan, |

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|----------------------|---------------------|--|--|---|
| | | | | Uzbekistan and Tajikistan which I visited frequently |
| June 1999 – Dec 2001 | Armenia and Georgia | Sibley International Corporation 2121 K Street NW, Suite 210 Washington, DC 20037 USA | A variety of functions over the two and a half year period, in order: Trainer then Consultant then Chief of Party | Trainer for International Accounting Standards, Product Cost Systems development and implementation, cost accounting training, chief of party. Based initially in Yerevan Armenia then Tbilisi, Georgia |
| Sep 1998 – June 1999 | Abingdon, UK | Self Employed | Consultant and lecturer | Providing business services to local industry and teaching in local independent schools and state further education college |
| Aug 1993 – Aug 1998 | Almaty, Kazakhstan | Ramboll Bredevej 2 DK-2830 Virum Denmark | Consultant then Project Director | Establishment of a Business School (KIMEP) in Almaty Kazakhstan. Initially I was a team member specialising in the teaching and curriculum development in accounting. Within around a year I was promoted to head of department and project director: a post I then held for a total of four years. I was the longest serving director in the entire five years of that project |
| Jul 1988 – Jun 1993 | Blantyre, Malawi | University of Malawi Blantyre Malawi Central Africa, as sponsored by DfID (UK Government) | Associate Professor | Teaching accounting subjects together with a variety of administrative duties |
| 1974 – 1988 | Various, UK based | | Following graduation in 1974 I worked as a cost accountant in various industrial concerns then I moved into the education sector as a lecturer in accounting and business subjects. I rose quickly through the ranks of further education and eventually attained the position of senior lecturer at the University of Sunderland in the North East of England | Accounting, teaching, administration |

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- **Other relevant information** (eg Publications)
 - **Cases for SMEs in developing countries:** in progress I am working with my research assistant based in the Philippines to create a book of inspirational cases for aspiring and emerging SME managers and entrepreneurs. Topics include finance, marketing, ICT, HR, business start up and several more.
 - **Series of spreadsheet based modules for HR and Manpower Planning:** working with Dr Tony Miller to provide these models as add ons to his forthcoming book in these areas: in progress
 - **Excel 2007 with Excel Master:** a book with two major aims: an introduction for anyone new to Excel 2007 and an applications book for anyone in accounting, business, marketing, manpower planning and others.
- www.excelmaster.co.uk a web site to accompany the book Excel 2007 with Excel Master. The site contains materials that both enhance and supplement the book. On the site there are summary pages, more in depth pages, materials that are not included in the book, pdf versions of each page and videos: how to do videos.
- **July 2005 – July 2010** Author of articles on financial accounting and spreadsheeting for accountants for the Certified Practising Accountants organisation (ICPA): see their web site for an appreciation of who they are and what they do www.icpa.org.uk
- **Ongoing from September 2004** Presenter at a series of, typically, week long training programmes in the UAE and the Gulf Region, the Far East and Central Europe and the UK on accounting and related subjects. The delegates to these programmes come from a wide variety of industries and can include managers with budgetary responsibilities of \$220 million and from companies that are the largest in the world in their field
- **ONGOING from March 1999:** maintain my own web site, www.duncanwil.co.uk containing a variety of materials reflecting my interests, knowledge and abilities. **June 2004** Complete Presenter and Delegate package for a seven day programme: *Finance for non Financial Managers*: 18 topics, 250 pages of delegates' notes, supplementary questions with fully worked solutions for all topics, 18 PowerPoint Presentations, interactive Excel files to accompany some of the topics
- **June 2004 Book Review** of Graham Cosserat's *Modern Auditing* (2nd Edition) <http://www.accountingeducation.com/reviews/rev128.html> Book published by John Wiley & Sons
- **March 2004** *Vital Statistics: the Inland Revenue may be querying accounts as a result of incorrect statistical analysis* Accountancy ICAEW
- **Dec 2003/Jan 2004** *Welcome to Sarajevo* Financial Management CIMA
- **Spring 2003** *Free Cash Flow* Teaching Business & Economics Vol 7 No 1 pp13 - 17 EBEA Hassocks UK
- **February/March 2003** Major educational resource *Financial Statement Analysis* for www.bized.ac.uk: aimed at A level students
- **December 2002 (update) & JUNE 2001** A case analysis on amazon.com: this is in *.pdf file format and is freely available from my web site

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- **October 2002** Introduction to standard deviation and the normal distribution for www.duncanwil.co.uk
- **JUNE 2001** A review of how to prepare charts and graphs: this is in *.pdf file format and is freely available from my web site
- **DECEMBER 2000 - JULY 2001** Several online training modules and programmes for www.skillgate.com
- **OCTOBER/NOVEMBER 2000** Spreadsheet Modules: various accounting and economics topics to be uploaded on the www.bized.ac.uk web site: site managed by the Institute of Learning and Resource Technology, University of Bristol, UK
- **JULY 2000** reviewed Newton Douglas P (2000) Teaching for Understanding: what it is and how to do it Routledge Farmer for the Educational Developments Journal on behalf of the Staff and Educational Development Association
- **FEBRUARY 2000** (Principal Author) Armenian Accounting Standards: an introduction to Armenian Accounting Standards Association of Accountants and Auditors of Armenia, Yerevan, Armenia
- **JANUARY 2000** Church & Co plc case study bought by the Nuffield Foundation, UK, for publication in a resource for A Level Business Studies students.
- **SEPTEMBER 1999** Benford's Law published on AccountingWEB site
- **SEPTEMBER 1999** The anatomy of the takeover of Church & Co plc: a case study for Undergraduates/A Level/GCSE. This case is freely available from me.
- **SEPTEMBER 1999** Joint Papers: Segmenting the car industry and mind mapping; and An Introduction to Mind Mapping
- **JULY 1999** Author of 10 interactive spreadsheet modules and accompanying Manuals: quantitative models for GCSE and A Level Business Studies: cost behaviour analysis; trading and profit and loss accounts; balance sheets; ratio analysis; cost volume profit analysis: a GCSE and an A Level version of each of these modules. Prepared for the Institute of Learning and Resource Technology, University of Bristol, UK
- **JULY 1998** Prepared the technical accounting flowcharting for fixed asset software for an internationally recognised financial accounting software developer and supplier: to be released in the year 2000.
- **OCTOBER 1997** Introduction to Bloom's Taxonomy of Behavioural Objectives: Staff Seminar KIMEP, Almaty
- **JULY 1997** An introduction to educational objectives as seen from a British perspective: introductory classes given to the National Higher School of Public Administration, Almaty
- **OCTOBER 1996** Continuing work on learning curves (Unpublished)

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- **MARCH 1996** Cost and Management Accounting
Prentice-Hall (Europe)
ISBN 0-13-205923-1
- **MARCH 1996** Cost and Management Accounting:
Student's Workbook
Prentice-Hall (Europe)
ISBN 0-13-253899-7
- **MARCH 1996** Cost and Management Accounting:
Teacher's Manual
Prentice-Hall (Europe)
ISBN 0-13-207101-0
- **OCTOBER 1993** The effect of graphical presentations on insights into company's financial position (Unpublished)
- **JUNE 1993** Staff Paper: The effect of graphical presentations on insights into company's financial position
- **DECEMBER 1992 - MARCH 1993** Research into pictorial and diagrammatic presentation of accounting information and data; and the analysis thereof
- **JUNE 1991** Research into Learning Curves (Unpublished)
- **APRIL 1991** Delegate at the Computers in Teaching Initiative annual conference at the University of East Anglia, UK
- **APRIL 1991** Delegate at the British Accounting Association's Annual Conference at the University of Salford
- **JANUARY 1991** 'Activity based costing and the Poll Tax' (Unpublished)
- **NOVEMBER 1990** Staff Paper 'Pricing in Malawi' delivered as part of the University of Malawi's Silver Jubilee celebrations
- **APRIL 1990** Delegate at the British Accounting Association annual conference, University of Dundee
- **MARCH 1990** Delegate at the Computers in Teaching Initiative annual conference, University of East Anglia
- **JANUARY 1990** 'Standard Costing made simple' ACCA Students' Newsletter (UK)
- **NOVEMBER 1989** 'The gap between management accounting theory and reality: the need for a partnership' Management Accounting (UK)

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- **JULY 1989** 'Management Accounting: relevant costs and decision making 2' Malawi Business (Monthly journal of the Malawi Chamber of Commerce and Industry)
- **JUNE 1989** 'Management Accounting: relevant costs and decision making 1' Malawi Business (Monthly journal of the Malawi Chamber of Commerce and Industry)
- **MAY 1989** 'For Management Accounting read useful accounting' Malawi Business (Monthly journal of the Malawi Chamber of Commerce and Industry)
- **APRIL 1989** Presented a paper at the International Computer Conference for Southern Africa, 'Computer based management accounting models using 'LOTUS 1-2-3' software'.
- **MARCH 1989** 'Incentive payment schemes: A revisitation proves worthwhile' Management Accounting (UK)
- **DECEMBER 1988** Staff paper 'Towards custom designed computer based education in the Faculty of Commerce in the University of Malawi' presented at the first Inter-College computing seminar at the University of Malawi. Book Reviewing for Business Graduate Journal (Later known as MBA Review). Have reviewed a number of books for this Journal covering management accounting and information technology texts. For example, and among others, have reviewed the Gower 'Handbook of Management Accounting'; and two books relating to LOTUS 1-2-3 software and applications. The first of my reviews appeared in MBA Review in October, 1988 on page 31.
- **MAY 1987** Control via Budgets: an open learning unit written for the Regional Management Centre, Washington, Tyne and Wear and published by Pergammon Press.
- **JUNE 1986** The Williamson Model: the derivation of a ratio based financial prediction model of the Retail Distribution Industry in the UK MBA Dissertation University of Newcastle upon Tyne
- **1985** Principal author of two case studies written specifically for the residential week-end element of the Certificate in Management Studies
- **APRIL 1982** 'The bane of the Banking world: double entry book-keeping' Journal of the Institute of Bankers