

CURRICULUM VITAE

ELIZABETH WANGECHI GACHITHI

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PERSONAL INFORMATION

NATIONALITY: Kenyan

DATE OF BIRTH: 1972

LANGUAGE: Fluent in English, Kiswahili

PROFESSIONAL PROFILE

Professionally qualified Accountant with over Eighteen years accounting experience, preparing Final Accounts, Handling External Auditors queries and report writing skills. Proven ability of being a leader, achieving targets and developing new and repeat business. Now looking for a Senior position, that offers an opportunity for progression.

AREAS OF SPECIALIZATION

- Accounting & Finance
- Internal controls & Auditing
- Taxation
- Team building

AFFILIATIONS & ACTIVITIES

Member of:

- Institute of Certified public Accountant of Kenya *October 2010* (Membership No. 5731)
- Team member Final Accounts University of Nairobi appointed *January 2010*
- Technical Evaluation Procurement committee appointed *December 2010*
- University of Nairobi Committee Member Maintenance Policy of Assets appointed May 2010

PROFESSIONAL EXPERIENCE

Ag Senior Accountant Grants _ Grants Section June 2011 to date

Reporting to the Finance Officer and Deputy Finance Officers

Duties and Responsibilities

- To provide leadership and Vision for Grants Management
- To ensure all documentation is provided under each grant and an account created for the projects
- To ensure all Grant project documentation is maintained according to Donor policies to the extent they can be audited with limited adverse findings
- To review all payment requests and to ensure they comply with grant budget
- To ensure procurement procedures are followed in procuring goods and services in the project
- To Monitor and Evaluate expenditure and to ensure commitment are in compliance with grant budget
- To prepare Financial reports on quarterly and annually for donors and Principal investigator
- To ensure timely and appropriate close out of issued grants
- Carry any other duties assigned

Ag. Accountant E/F _ Budgetary Control section January 2010 to May 2011

Reporting to the Senior Accountant Budgetary control

Duties and Responsibilities

- Compliance to budgetary and financial practices
- Preparing proposed forward budget according to budgetary policies
- Preparing quarterly, monthly financial management reports
- Budget controls and commitment as per expenditure allocation
- Analyzing budget reports to identify deficiency in expenditure
- Monitor departmental expenditure and ensure compliance to allocated funds
- Monitoring data entry into FIMS(ACCPAC) system
- Carry any other duties assigned

Ag. Accountant E/F _ University of Nairobi Press May 2007- December 2010

Reporting to the Director and providing guidance on Financial matters to Client/Authors and providing accounting services.

Duties and Responsibilities

- To ensure Financial statement have been prepared in accordance with I.A.S or I.F.R.S as applicable
- To ensure procurement measures for goods and services have been followed
- To ensure adequacy and effectiveness of the accountancy and overall internal controls systems, to monitor expenditure and other financial transactions and ensure safe custody of institution resources have been carried out.
- Presentation of monthly financial statements and monitor performance against budget to bring out any variations to ensure targets are achieved
- To ensure all necessary supporting document, records and accounts have been kept for the audit
- To ensure funds have been used in accordance with the commitments assigned
- Ability to work independently and exercise judgment
- Numerical, analytical skills, excellent communication and time management skills
- High level of integrity and ability to work as part of a professional team
- Inventory Management
- Ability to handle multiple tasks and adhere to deadlines
- Report writing skills in response to management letter and other query raised
- Strategy formulation and execution.

Assistant Accountant Salaries & Wages Section June 1994-April 2007

Reporting to Senior Accountant II Salaries and Wages on matters relating to the payroll

Duties and Responsibilities

- Payroll Management
 - Management of monthly payroll, processing payment through EFT system, General Ledger reconciliation, Preparing and Approving payment vouchers, Verification of bank loans forms, authentication of the payroll, deducting statutory deduction and ensuring compliance, Loans, Advances, Updating N.S.S.F records
 - Computing processing-Compiling and keying payroll data, checking batch report for error
- Provide technical reports for funding requirement for grants research project
- Ensuring viability and sustainability of the institution operations
- Identification of key stakeholders and promulgation of Effective mechanisms for communicating with and responding to the needs of each staff, even under difficult circumstances

EDUCATION

- 2009 - 2010 Master of Business Administration (Finance), University of Nairobi
2006 - 2008 Bachelor of Commerce (Finance), Catholic University of Eastern Africa
2000 - 2005 Certified Public Accountants Part I to III, Vision Institute of Professionals,
1988 - 1991 Kenya Certificate of Secondary Education, Hiriga Secondary School
1980 - 1987 Kenya Certificate of Primary Education Mbagathi Road Primary School

OTHER TRAINING**Institute of Computer Science University of Nairobi (In house training)**

- 1998 Proficiency in use and application of:
- Ms Office, with exceptional working knowledge of Ms Excel
- 2007 Accounting package-FIMS ACCPAC/SAGE Accounting

REFEREES:

- (1) Michael Karue
Finance Officer
University of Nairobi
P.o. Box 30197-00100, Nairobi
Tel 318262 ext.28414
- (2) Peter K. Busienei
Deputy Finance Officer
University of Nairobi
P.o. Box 30197-00100, Nairobi
Tel.318262 ext.28410
- (3) Damaris Kavoi
Senior Accountant Budgetary Control
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