

# LUCY MUTHONI GICHUKI

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**Nationality:** Kenyan

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**Tel:** +254 722 610 239

**Languages:** English & Swahili

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## Personal Profile

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A seasoned and highly accomplished Finance Manager and Accounting professional with over 10 years of quality work experience acquired in several challenging roles with leading organizations in Kenya. An innovative and results-oriented team player who is able to work under minimum supervision and achieve excellent business results. I am also a member of the Institute of Certified Public Accountants of Kenya (ICPAK)

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## Education Qualifications

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<b>Jomo Kenyatta University of Agriculture and Technology (JKUAT)</b> Masters of Business Administration [Strategic Management Option]	<b>2014</b>
<b>Kenya Methodist University</b> Bachelor of Business Administration [Accounting & Finance Option]	<b>2009</b>
<b>Vision Institute of Professionals</b> Certified Public Accountant CPA-K	<b>2006</b>
<b>Technical University of Kenya (formerly The Kenya Polytechnic)</b> Diploma in Applied Statistics	<b>1998</b>
<b>Kangubiri Girls High School</b> KCSE	<b>1994</b>

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## Key Skills and Competencies

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- **Accounting and Financial Management** – Possesses excellent accounting and financial management skills. Proficient in preparation of monthly and annual financial statements and budgets, management of internal controls and reconciliations among other accounting practices.
- **Management** – Effectively managed the financial operations of the several organizations I have worked with, leading to successful attainment of business objectives while achieving cost savings.
- **Numeracy and Analysis** – A highly analytical individual with demonstrated talent for identifying, scrutinizing, improving and streamlining complex work processes. Proficient at analyzing books of accounts and financial reports.
- **Organization and Planning** - A highly organized individual who handles all tasks in a methodical and timely manner. Very good at planning, strategizing and managing financial operations.
- **Computer Proficiency** - Competent in the use of accounting software including Pastel, Sage, Quick Books, Hyperion, Maconomy, Cartesis, SAP; Windows operating systems, MS Office, Internet and E-mail.
- **Communication** – Communicates very well both orally and in writing. Fluent in Kiswahili and English. Possesses excellent presentation skills.

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## Working Experience

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**TNS RMS EAST AFRICA LTD**  
**Financial Planning, Credit & Analysis Manager**

**Jan 2016 to Oct 2016**

### **Duties and Responsibilities**

- Lead and participate in the monthly close responsibilities of local finance department
- Produce and analyze monthly, quarterly and yearly reports for project leads, FD, TNS Worldwide Office and WPP, ensure there is an accurate picture of the financial position of the country or region
- Produce and analyze sales forecasting reports
- Monitor and manage certain revenue cycle activities including billing, work in progress and monthly revenue recognition
- Assist local project heads in budgeting, forecasting and analyzing profits of clients and jobs
- Analyze actual vs. budgeted performance in revenue, GM, profit, recoveries and sales
- Analyze historical trends in profitable jobs and clients
- Educate and advise local project leads on managing profitability, train both finance and non-finance personnel in various aspects of financial awareness
- Produce ad hoc projects and reports as needed
- Hire, train, counsel, provide performance feedback and develop accounting staff
- Ensure internal controls systems are in place and are adequate
- Year-end reporting and liaison with auditors
- Assist Finance Director and Commercial Director with adhoc reporting requirements
- Credit Management

**TNS (West East and Central Africa Region)**  
**Regional Finance Manager**

**Mar 2012 to Mar 2014**  
**& Oct 2014 to Dec 2015**

### **Duties and Responsibilities**

Ensure the operating companies provide timely and accurate financial reports in line with WPP requirements; participate and support budget & forecasts preparation processes and ensure quality reporting; monitor Sarbanes Oxley compliance; ensure adherence to the laid down policies and procedures; ensuring adherence to company policies and IFRS among other responsibilities.

### **Key Achievements**

- SOX compliance - Improved SOX rating from Red to Amber in the 4 markets audited in 2013; includes Ghana, Cameroon, Senegal and Cote D'Ivoire. Ensures adherence to the laid down policies and procedures.
- Ensures that complete, timely and accurate financial reports and statements are prepared and that appropriate accounting control procedures are followed.
- Improved quality of reporting across the region by driving consistent improvements in financial processes and routines.
- Ensures timely reporting to the group across all the markets and that the set deadlines are met.
- Conduct training across the markets within the region.

**Acting Finance Director****(Assisting in the transition period upon resignation of the Finance Director)****Duties and Responsibilities**

- Lead all aspects of the finance function in East Africa; planning, monitoring and reporting results and supporting the senior leadership team through change and growth.
- Ensure systems, controls and processes are in place to enable effective monitoring of financial results, attaining required level of Sarbanes Oxley (SOX) controls.
- Play a leading role in the definition and implementation of financial and commercial strategy and policy.
- Lead all aspects of the reporting, budgeting, forecasting and planning processes.
- Provide leadership and development support for the finance team.
- Ensure that the business meets Group and IFRS reporting requirements across all markets in which the Kenyan business operates.
- Monitor and ensure compliance with local accounting, tax and statutory requirements for each location.
- Analyse and interpret business performance to provide the central management team with appropriate advice to aid decision making, and Region and Group with coherent explanations of performance.

**Finance Manager****Duties and Responsibilities**

- Ensuring accurate and timely financial reports and statements are prepared and that appropriate accounting control procedures are followed
- Producing and analyzing monthly, quarterly and yearly reports for project leads, CFO and worldwide group reporting
- Ensuring adherence to company policies and IFRS; ensuring adherence to Sarbox guidelines; preparing and monitoring company budgets and forecasts
- Ensuring adherence to government and revenue authority's regulations
- Managing accounts receivables, cash flows and working capital
- Producing and analyzing sales forecast reports
- Managing foreign bank reserves, overseeing internal and external audits, managing tax issues and assisting local Finance in training both finance and non-finance personnel in various aspects of financial awareness among other responsibilities.

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**Other Roles Held**

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|----------------------------------|---|----------------------|
| • Research International E.A Ltd | Financial Accountant                    | Jan 2008 – July 2010 |
| • Research International E.A Ltd | Management Accountant/Credit Controller | Jan 2003 – Dec 2007  |
| • Research International E.A Ltd | Management Accountant Assistant         | Jul 2000 – Dec 2002  |

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## Achievements

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- Oversaw General Ledger accounting from 2007 – 2011 which resulted in neither audit adjustment nor adverse management reports after external audits.
- Championed the change-over of accounting software for Research International from Sage and ICAP to Maconomy in 2005.
- Participated in the successful implementation of Project HERO [Cartesis] in 2007.
- Participated in Sarbanes Oxley Audits from 2005 – 2011. Had a green rating on Sox in 2009 and 2010 and amber in 2011.
- Received several bonus awards from WPP Group PLC for efficiently managing the working capital of Research International from 2006 – 2009. Received the award in four subsequent years.

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## Trainings & Workshops Attended

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- Trusted Advisor 2 Training - TNS
- Cross Border Tax Workshop - Deloitte & Touché [Uganda]
- Withholding Tax, PAYE, Customs, VAT & Corporate Tax Seminar - Deloitte & Touché [Kenya]
- Optimizing Team Performance - TNS AMPEA Regional Training
- Treasury, Risk and Cash Management in East Africa - Euro Finance East Africa
- Tax Workshop [Expectations by KRA During Tax Audits] - Kenya Revenue Authority
- Cartesis Management Reporting Software - WPP Group Ltd [London, UK]
- Transfer Pricing and its Challenges Seminar - Deloitte & Touché [Kenya]

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## Referees

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