**MARTIN K.MUGIIRA**

**CURRICULUM VITAE**

**PERSONAL DETAILS**

Email: martinmkathurima@gmail.com

Telephone: +254 728995380

Gender: Male

Nationality: Kenyan

Date of Birth: 14th January, 1980

Marital Status: Married

**Profile Summary:**

A highly skilled Finance Professional with over 10 years experience in managing, developing and implementing financial systems, strategies, processes and controls that significantly improve financial soundness of an organization. Expert in implementing accounting functions, systems and best practices; cost-reduction, automation and tax strategies; and lasting business relationships to ensure goal-surpassing financial performance. I am committed to implementing systems to achieve financial discipline and improve the overall efficiency of organizations.

**Skills & Competencies:**

• In-depth knowledge and experience working with the high paced private sector in Kenya and abroad.

• Skilled in maintaining accurate financial and accounting records for commercial enterprises.

• Strong working knowledge of managing financial accounting, budgeting, monitoring and reporting systems

• Expert in account reconciliations and inter-company transactions.

• Hands-on experience and knowledge of spreadsheets, proficiency in use of financial software such as Helios, XAL, FIMS, Peachtree, Sage Pastel, Quick books and a fast learner on new accounting systems.

• Exposure in managing and motivating colleagues to meet departmental goals.

• Experience with payroll preparation and reconciliation.

• Experience with statutory returns such as online KRA returns, NHIF and NSSF.

• Excellent interpersonal & communication skills. Self-driven and a great team player.

**WORK EXPERIENCE**

**July 2014 - Present: Freelance Accountant -Tidal waves Consultancy Kenya**

Tidal waves Consultancy is an accounting firm that offer’s accounting services to clients.

**Tasks performed**

• Advising clients on the best policies and procedures to strengthen internal controls and streamline accounting department operations on cash management, purchasing controls & stock management.

• Preparing for clients monthly tax returns (VAT, PAYE , WITHHOLDING TAXES,ANNUAL RETURNS) and logging them in the KRA I-tax and ensuring that NHIF & NSSF are similarly submitted on time on client’s behalf.

• Reviewing clients Asset management and advising on the best practices to improve their control by introducing Asset logs and fixed asset registers.

• Developing charts of accounts for clients to enable them classify expenses and revenues in an orderly manner and ultimately aid in tracking and analyzing individual expenses.

• Training financial management to non-accountants to ensure synergy in implementing systems & procedures in the organizations.

**Feb 2012 – June 2014: Senior Finance Accountant: Afritrack Constraçao Civil e Industria limitada, Angola**

Afritrack Angola Lda is a civil construction company involved in road construction, real estate development; bridge’s plus managing its own 4 star apartment hotel.

**Achievement**

• Enabled finance department produce accurate monthly report on time.

• Provide meaningful analysis on company finances to aid management in decision making.

**My main responsibilities included:**

• Leading a team of accountants to deliver in a timely manner objectives of the finance department in disseminating financial records and reports.

• Control of company payables, receivables, by flagging overdue accounts for payments and collection.

• Managed month to month cash-flow to ensure adequate liquidity to meet day to day operations.

• Review detailed analyses of fixed asset, general ledger accounts, and depreciation expenditure on a monthly, quarterly and annual basis

• Coordinate the end of month closing process to ensure all corporate deadlines are met and information is presented per GAAP/IFRS

• Preparation of monthly financial reports & supporting schedules.

• Analyze revenues, payables and expenses captured in the financial records.

• Verifying cash held by the cashier at close of the day (cash count).

• Ascertaining accuracy of accruals & prepayments accounts

• Working with the auditor on financial & tax audit process by ensuring supporting documents are always available.

• Monitoring and verifying taxes due and ensuring the same is remitted within the stipulated period per country laws.

• Monitoring project costing/postings to ensure transactions are reflected on the right projects.

• Monitoring material usage on projects in comparison to the BOQ & prepare a report to the project engineer on variances noted for action or justification.

• Producing other ad hoc financial reports as required by the management.

• Participates in inventory & fixed asset verification as per the company regulations.

• Assist in formulation and strengthening of internal controls policies & procedure.

**Feb 2012 – Aug 2012 Finance Accountant**

**My main responsibilities included:**

• Preparation of monthly financial reports & supporting schedules.

• Prepared monthly accounts reconciliations of the general ledger, the TB, & verified bank recons.

• Monitoring payables & receivables ledger and advice the FM on overdue accounts.

• Checking entries made in the accounting system to ensure accuracy & correctness of the transactions posted.

• Posting accounting data into the company ERP.

• In charge of daily/weekly/monthly cash flow management to ensure adequate liquidity.

• Carrying out stock taking & fixed asset verification.

• Following up on negative inventory balances in the ERP with the warehouse accountant and making a report to the finance manager on causes & recommending solutions.

• Checking the payroll before disbursement.

**May 2011 to Jan 2012: Finance Accountant: AMS, Dubai**

AMS is a one stop shop for automotive solutions dealing with vehicle servicing and fleet management for organizations operating in the harsh environment such as Afghanistan, Iraq and Somalia.

**Achievements**

• Enabled my department to deliver monthly financial statements to the management by cutoff date

• Enabled my department to produce accurate up to date supplier statements & multi-currency bank recons.

• Production of meaningful variance analysis for budgeting & forecast purposes.

**My main responsibilities included:**

• Preparing financial statements including P&L, balance sheet, cash flows.

• Budget control through variance analysis on MTD's & YTD's.

• Preparing weekly inter-company reconciliations.

• Reconciliation of supplier accounts, bank recons (multicurrency) & travel expenses.

• Posted Group salaries to the relevant accounts as per company procedure.

• Review of site posting & capturing errors for timely revisions.

• Acted has a contact person for Afghanistan, Iraq & Nigeria

• Fixed asset ledger maintenance.

• Maintenance of prepayment & accruals schedules.

• Warehouse stock monitoring & making comments on the non-moving stock.

• Providing support to site accountants & ensuring their queries are resolved on time

**Dec 2010 – April 2011 Finance Assistant**

• Posting site transactions into the ERP as per the company chart of accounts.

• Liquidating travel expenses while ensuring proper supporting documents are availed.

• Preparing bank reconciliations (multicurrency).

• Preparing suppliers reconciliation together with the supporting schedules.

• Prepared weekly inter-company reconciliations attaching supporting documents for inter-company settlement.

• Posted Group salaries to the relevant cost centers as per company procedure.

• Carried out administrative duties of the finance department.

**Nov 2004- Nov 2010: Farm Accountant: Timau Gardens Ltd Nanyuki, Kenya**

The company is a leading horticultural farm dealing with cut flowers & fresh vegetables for export to European market.

**Achievements**

• Enabled the company maximize profit by checking on the cost of production.

• Ensured cordial relationship with suppliers & customers/the company.

My main responsibilities included among others:

• Preparation of financial statements including P&L, balance sheet, & cash flows.

• Monitoring cash balances to ensure adequate funds are available for operations.

• Carrying out administrative issues & negotiation with customers & suppliers.

• Meet with clients on a regular basis to discuss processes, accounts and statements.

• Preparation of Payment Vouchers, Payroll maintenance, invoicing customers.

• Uploading data into the QuickBooks accounting system.

• Preparation of statutory returns, NSSF, NHIF & KRA returns.

• Preparing bank reconciliation statement.

• Management of company petty cash.

**May 2002-Oct 2004: Accounts Clerk: Bishop Nthamburi Boarding Primary School, Meru Kenya**

The institution is a church-run public boarding school providing quality primary education.

**Achievements**

• Ensured up to date records of creditors & debtors were always available.

• Participated in developing accounting manual for the school.

**My responsibilities included:**

• Maintaining petty cash for the school.

• Maintaining fee schedules & regularly updating them per pupil to ensure correct fee.

• Preparation of payment vouchers for various payments.

• Preparation of monthly bank reconciliations & liaising with the bank in case of queries.

• Preparation of statutory returns, NSSF, NHIF & KRA returns.

• Payroll preparation for support staff & allowances due to teaching staff.

• Resolving & responding to fee balances queries from sponsors/parents.

• Preparing income & expenditure report as per ministry of education guidelines.

• Responding to queries on finances & providing supporting documents required by

auditors.

**EDUCATION:**

• Diploma in Banking - Kenya School of Monetary Studies.

**PROFESSIONAL TRAINING:**

• CPA (K) - Certified Public Accountant (Kenya).

**LANGUAGES:**

• English

• Swahili

• Portuguese (Basic)

**EXPECTED SALARY:**

Salary Negotiable

**REFEREES:**

Boniface Koimbori

Consulting agronomist -formerly farm manager

Timau Gardens Ltd.

Email:dnkoimburi@yahoo.com

Emily Ogol

Human Resource & Administration Manager

Afritrack Lda Angola

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Bernard Nyabuto Mose

Regional Cost & Pricing Advisor Catholic Relief Services

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