**CURRICULUM VITAE**

**WICKLIFFE OMONDI OCHAE**

Tel: +254723695351

Email: wochae@yahoo.com

**CAREER AND PERSONAL OBJECTIVE**

A highly resourceful and focused ***Financial Officer*** with exceptional planning, numerical and implementation capabilities. Highly-trained with over 5 years of experience in Client service management, Accounting, Audit, Financial Management, Budgets and Operations. Seeking a senior position that will also enable me to improve the social and economic life of our communities.

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**SKILLS AND COMPETENCE**

* Strong organizational and interpersonal skills.
* Sound understanding of ITAX.
* Excellent communication skills.
* Proficient in Microsoft Office suite: excellent knowledge of MS Word, Microsoft
* Outlook, Excel, PowerPoint, Databases, Spreadsheets and the Internet.
* Excellent numerical skills.
* Ability to pay attention to detail and report accurately and timely
* Constantly learning and updating on current emerging financial market trends
* Ability to work independently and think innovatively.
* Exceptionally organized and resourceful.
* Accuracy and attention to details.
* Fluent in spoken and written English, Kiswahili.
* Strong analytical, qualitative and quantitative skills.
* Team player with an excellent work ethic.

**WORK EXPERIENCE**

Nov 2013 – April 2017: TNT Express Worldwide (K) Ltd

***Position: Management Accountant***

***Duties:***

* Analyse key financial data and KPIs within the company, ensuring that managers receive timely accurate and relevant information.
* Ensure installation and interpretation of all accounting records of the company.
* Ensure preparation and interpretation of the financial statements and reports of the company.
* Continuous audit of all accounts and records of the corporation wherever located.
* Perform compilation of costs of distribution and production cost.
* Conduct preparation and filing of tax returns and to the supervision of all matters relating to taxes.
* Perform preparation and interpretation of all statistical records and reports of the corporation.
* Ensure initiation, preparation and issuance of standard practices relating to all accounting, matters and procedures and the co-ordination of system throughout the corporation including clerical and office methods, records, reports and procedures.
* Maintenance of adequate records of all contracts and leases.
* Preparation or approval of the regulations or standard practices, required to assure compliance with orders of regulations issued by duly constituted governmental agencies.
* Prepare capital expenditure budgets and assist in the preparation of operating budgets.
* Participate in developing long-term plans and financial models to improve planning and budgeting.
* Review performance against budgets and prepare variation, control and statistical reports.
* Ensure accounting activities comply with relevant legal, professional and ethical standards.
* Perform review at month end and prepare monthly reports for Board of Directors.
* Prepare financial disclosures and financial statements for annual reports and provide annual audit working papers.
* Act as liaison between the company and service providers and assist in risk management, issue mitigation and resolution.
* Liaise with external auditors on accounting procedures and records.
* Develop, manage and coach staff and team members in the finance team.
* Align current practices with annual budget and forecasts, and collaborate with management on the five-year projection cycle.
* Managing and supervising a busy accounts team made up of people with different level and ability.

Jan 2012 - Oct 2013: KSPS-Inoorero University

***Position: Financial Controller***

***Duties:***

* Maintaining a frame work of internal controls to ensure that accounting records are complete and accurate.
* Examine financial records and accounting statements for the organization.
* Check for compliance with local, state, and international .financial reporting standards laws in all financial documents
* Calculate taxes owed and prepare tax returns, submit tax returns on time and track payment for refunds.
* Controlling the overall capital and revenue budgets for departments.
* Making financial decisions and advising key bodies and individuals, such as management boards and budget holders, using financial management information.
* Analyze accounting systems used by businesses to look for in accuracies and potential improvements.
* Controlling expenditure and cash flow by undertaking financial administration.
* Create efficient methods for accounting and financial record-keeping and help accuracy and speed of reporting.
* Work with other managers to assess financial status and identify methods for cost-reduction and efficiency improvements.
* Developing and managing financial management systems and policies for the business.
* Understand and adhere to all financial and accounting regulations and legislation.
* Disclose or report financial activities to government authorities as necessary.
* Overseeing the preparation of all company-wide monthly management accounts and compliance documentation. Preparing monthly reports for senior managers that include business KPI's in line with reporting deadlines.
* Explaining finance to non-financial people and coaching non finance people in understanding financial matters.
* Managing and supervising a busy accounts team made up of people with different level and ability.

Jan 2009 - Dec 2011: Upperhill Springs Restaurant

***Position: Internal Auditor***

***Duties:***

Work with trustees and management to ensure a system is in place which ensures that all major risks of the charity are identified and analyzed, on an annual basis.

* Plan, organize and carry out the internal audit function including the preparation of an audit plan which fulfils the responsibility of the department, scheduling and assigning work and estimating resource needs.
* Report to both the audit committee and management on the policies, programs and activities of the department.
* Coordinate coverage with the external auditors and ensure that each party is not only aware of the other's work but also well briefed on areas of concern.
* Make recommendations on the systems and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation.
* Review and report on the accuracy, timeliness and relevance of the financial and other information that is provided for management.
* Work with management to ensure a system is in place which ensures that all major risks of the charity are identified and analyzed, on an annual basis.
* Report on the value for money that the charity obtains in all its activities with special regard to economy, efficiency and effectiveness.
* Conduct any reviews or tasks requested by trustees, the audit committee, chief executive or finance director, provided such reviews and tasks do not compromise the independence or objectivity of the internal audit function.
* Provide both management and the audit committee with an opinion on the internal controls in the charity.

**EDUCATIONAL BACKGROUND**

2015 - Present: Jomo Kenyatta University

**Master of Business Administration (Strategic Management)**

2012 - 2014: Moi University

**Bachelor of Business Management (Finance/Banking)**

**PROFESSIONAL QUALIFICATIONS**

* Certified Public Accountant (K).

**AFFILIATION**

* Member of ICPAK.

**REFEREES**

Ayub Wangera

Finance and Tax Consultant

TNT Express World-wide (K) LTD

Tel: +254719877616

Email: ayubwangera@gmail.com

Mary Ngugi

Chief Internal Auditor

Upperhill Spring Restaurant

Tel: +254724548781

Email: marynngug@yahoo.com

Mabel Kibore

HR Manager

National Oil Corporation of Kenya

Tel: +254707645665

Email: mabelkibore@yahoo.com