

CURRICULUM VITAE

CPA MARTIN R. OTIENO

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PROFESSIONAL PROFILE

Seasoned finance professional with over 15 years in the finance field acquired working in corporate, non-governmental and educational sectors.

KEY COMPETENCIES

- Management accounts
- Payroll administration
- Grants management (budgets and proposal)
- Assets management
- Financial analysis

KEY ACHIEVEMENTS

- Successfully reduced expenditure on overhead costs on annual review meetings in the last five years by 20%.
- Assisted in Budget preparations suitable for non-governmental organizations financial management operations.
- Instrumental in the development of Finance manual broadly used at FIDA Kenya.
- Facilitated the development of procurement procedures adopted in FIDA Kenya.

ACCOUNTING PACKAGES PROFICIENCY

- QuickBooks
- Accounts Enabler – SUN system
- SAGE Accounting

EDUCATIONAL QUALIFICATIONS

2010 - 2012:

KCA University

Bachelor of Commerce (Finance option) degree
2nd Class honours

2013 - 2014:

Pinnacle Business School

CPA (K) holder

1997 - 1998:

Strathmore University

Diploma in I.M.I.S (Computers)

PROFESSIONAL TRAININGS

- Financial Management for US Government funding conducted by InsideNGO.
- Assets Management training conducted by ICPAK.
- Tax Seminar
- Training on Compliance, rules and regulations with regards to Non Governmental Organizations.

WORK EXPERIENCE

August 2016 to date:

**Mayfaire Financial Consultants
Managing Partner**

Responsibilities:

- Monitor financial policies and procedures to ensure the best and most efficient use of the organizations' resources; ensure internal controls are in place to enhance security, minimize opportunity for fraud and protect the financial integrity of records through Bank reconciliation – checks – cash withdrawals & deposits.
- Prepare preliminary Financial Statement with all related supporting documents to stakeholders during periodic audits in addition to reviewing publication of Final Financial Statement.
- Review & supervise all financial tasks undertaken by different departmental heads.
- Lead the development of the institutional budget; monitor actual financial results; prepare financial forecasts, analysis and reports; direct the preparation of all financial reports and reports to partners and government regulatory agencies & Tax authorities.
- Provide timely and accurate donor reports in compliance with grant agreement requirements
- Oversee payroll processing and related administrative functions ensuring compliance with tax and other relevant legislation.
- Facilitate preparation of Accounts Payables & Receivables (Creditors/ Vendors & Debtors)

WORK EXPERIENCE

July 2015 to August 2016:

**Kenya Girl Guides Association
Finance & Administration Manager**

Responsibilities:

- Timely preparation of management accounts. This comprises the cash flow and Income statement for Commissioners on a monthly basis.
- Prepare financial statements for annual external audit exercise.
- Management of the finance function and overseeing the finance team.
- Lead the development of the institutional budget; monitor actual financial results; prepare financial forecasts, analysis and reports; direct the preparation of all financial reports and reports to partners and government regulatory agencies.

- Support the program/project staff to prepare good budgets for their work and provide timely financial monitoring information to help take corrective actions where variances are negative.
- Provide timely and accurate donor reports in compliance with grant agreement requirements
- Review bank reconciliation on a monthly and timely basis
- Monitor financial policies and procedures to ensure the best and most efficient use of the organization's resources; ensure internal controls are in place to enhance security, minimize opportunity for fraud and protect the financial integrity of records.
- Review draft accounts, prepare the final financial statements and manage the annual audit process.
- Oversee payroll processing and related administrative functions ensuring compliance with tax and other relevant legislation.
- Work towards the achievement of Association's three-year strategy and annual business plans.

2008 to July 2015

**Federation of Women Lawyers - Kenya (FIDA Kenya)
Finance & Administration Officer,**

Responsibilities:

- Preparation of management accounts that comprises the cash flow and Income statement for Council members on a monthly basis and prepare financial statements for annual external audit.
- Preparation of organization payroll for 40 staff members by calculating the correct taxes on Incomes and wages for temporary staff together with various benefits and ensuring that all statutory deductions are remitted before the respective due dates.
- Preparation of financial budgets for various proposals to donors as we seek funding for various projects.
- Negotiating exchange rates with the banks for funds received in foreign currencies from various development partners from outside Kenya.
- Pass journals to reflect actual expenses relating to various budget-lines as per the donor contracts/ agreements.

2001 - 2008

**Federation of Women Lawyers (FIDA) Kenya
Assistant Finance & HR Officer**

Responsibilities

- Introduction and orientation of new staff to the Organization :i.e policies, procedures, rules and various operational departments.
- Maintained staff records in personal files with relevant certificates and personal history forms detailing qualifications.
- Assisting in the compilation of financial management reports, preparing of documents, presentations and minutes of meetings with stakeholders.

- Disbursement of funds after it has been obtained from the bank to the appropriate programme staff and consultants for expenses, travel and workshop advance.
- Control and maintain custody of the Petty Cash float of Ksh. 80,000. Maintain complete, detailed transaction records and reconcile fund monthly.
- Reconcile all vendor statements to F.I.D.A's records and ensure all disputes are resolved.
- Maintain and keep the following detailed records/books of accounts: cash disbursement book (advances); cash receipt book; general ledger; accounts payable (supplies and utilities); withholding tax payments; PAYE tax payment; and cheque disbursement book/register.

**1998 to 2001 Afolite Industries Ltd (manufacturing firm)
Assistant Accountant**

Responsibilities

- Compilation of the creditors ledger control accounts and compilation of monthly position of the same,
- Verification of payments carried out through petty cash transaction, and compilation of debtors control account.

**1992 - 1998 Strathmore University
Assistant Accountant**

Responsibilities

- **Bank Reconciliation** of two separate bank accounts with deposits made by an average of 1,200 students monthly.
- **Preparation of the payroll** of 75 permanent employees who are to be paid either by 28th or the last Friday of the month, whichever is earlier
- **Preparation and maintenance of statutory records (NSSF, NHIF, NCC, and PAYE).** It entails registration of new members, remittance of all deductions by the 7th of the following month, reconciliation of annual remittance with the statements received.

REFEREES:

Maurice O. Ager,
Managing Partner
Ochieng Ager &
Associates
Certified Public
Accountants
P.O. Box 8830 - 00100,

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