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**Kenneth**

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# CAREER ASPIRATION

* Seeking a position that is challenging and competitive with the drive of making a positive contribution to the organization’s growth, gaining valuable experience from diversified disciplines.

1. **KEY COMPETENCES**

* Ability to adapt to the dynamics and diversity of any business environment.
* Ability to consult and be a team player, with the view of attaining the corporate and individual goals.
* Ability to multitask and prioritize while attending to detail, thus being effective in high pressure environment.
* Ability to establish problems and create solutions in challenging situations.
* Very analytical and accurate reporting.

**PROFFESIONAL EXPERIENCE**

**Jan 2015 to March 2017:**

**Company: New Apostolic Church East Africa**

**Designation: Accountant**

**Responsibilities**

* Prepare and maintain cash flow statement on a daily basis, then weekly basis; to ensure smooth and efficient flow of operations
* In liaison with procurement department ensuring that procurement rules are strictly adhered to and proposed purchases are within the budget
* Checking Payments and Travel advances to Church Ministers as presented by the payables section, ensuring all organization procedures and segregation of duties have been adhered to; before forwarding for approval
* Check expected expenditure presented by various departments against the budget, to ensure it falls within the budget and budget period.
* Prepare financial schedules in readiness for external audit.
* General ledger reconciliation.
* Bank & supplier reconciliation.
* Monitoring bank accounts and ensuring adequate liquidity is maintained each month.
* Writing cheques based on financial back up documents and having these submitted to the payees of the cheques.
* Acting as liaison between the management and external parties, handling amicably queries relating to activities and transactions undertaken **Accounting Software (Sage Pastel)**

In charge of accounting activities for New Apostolic Church Kenya, Uganda and Tanzania

* Preparing budget and budget forecast, for the organization; based on prior year actual, then provide for contingency and inflation adjustments.
* Review Payments and Travel advances as presented by the payables section, ensuring all organization procedures and segregation of duties have been adhered to; before forwarding for approval
* Carry out receivable reconciliations, for monies given out to Ministers and Administration staff as Travel and accommodation expenses, in line with the Organization policies and procedure
* Undertake Bank reconciliations on a weekly basis, then on monthly basis
* Perform ledger accounts reconciliation with figures tied to the trial Balance; this is usually done on a quarterly basis
* Preparation of Management reports, which include statement of affairs, cash flow statement and Balance sheet
* Preparing Financial Schedules, in readiness for External audit.

**Sep 2014 to Dec 2014:**

**Company: New Apostolic Church East Africa**

**Designation: Finance Intern.**

**Responsibilities**

* Prepare supplier payments.
* Prepare church ministers travel advances and monthly expenses reimbursement.
* Timely payment of monthly bills.
* Filing accounts documents & ensuring they are complete & easily accessible.
* Posting payment transactions in to sage pastel accounting software.
* Preparing financial schedules in readiness for external audit.
* Receipting cash balances and banking the same.

# EDUCATIONAL QUALIFICATION

**September 2009-July 2014**

Bachelor of Commerce (Finance)

Kenyatta University

## WORKSHOPS & ADDITIONAL TRAININGS

* Integrity sensitization (Impact change, ole sereni Hotel)
* Customer Delight Training (Impact Change, Jacaranda Hotel)
* Leadership skills (Kenyatta University) 2013,
* HIV AIDS awareness workshop (Action Aid ,Eldoret)
* Community service (Kenyatta University, Kibera)

## OTHER SKILLS

* Proficiency in Microsoft office applications
* Good Knowledge in Quick-Books and Sage Pastel Accounting packages
* Excellent Interpersonal and Communication Skills
* Good Analytical and Problem Solving Skills
* Good Written and Spoken English and Swahili
* Ability to work under minimum supervision.

**PERSONAL ATTRIBUTES**

* Good team player, Multi-Task and Quick learner
* Can work under pressure

## REFEREES: upon request