

**FRANCISCA WANJA KIBABU**

**Nairobi, Kenya**

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### **CAREER PROFILE SUMMARY**

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A scrupulous professional with experience in day-to-day management of financial transactions and audit procedures. I offer unrivaled competency in handling the following: financial management, accounting, finance, budget preparation, tax and statutory. Some of the duties that I have carried out include; monitoring record keeping and filing systems of documents, supervising all company financial activities, preparing company final accounts, compiling key financial reports out of incomplete records, handling petty cash and recording the transactions. My focus is to secure a suitable position in finance where I can implement sound accounting policies and interpret guidance in regards to financial control.

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### **EDUCATION**

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- **Masters of Arts in International Studies** – University Of Nairobi; 2018.
  - **Bachelor of Business Administration & Management** – St. Pauls' University, Nairobi Campus; 2013.
  - **Kenya Certificate of Secondary Education-** Kibutha Girls High School; 2002.
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### **PROFESSIONAL QUALIFICATIONS**

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- Certified Public Accountant; CPA(K); 2008
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### **PROFESSIONAL MEMBERSHIP**

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- Registered member of ICPAK
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### **KEY SKILLS AND COMPETENCIES ACQUIRED**

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- **Auditing:** Carrying out internal audit function i.e. independent and objective assurance to improve the effectiveness of risk management, internal control and governance processes.
  - **Financial Management:** I have gained substantial knowledge and experience on financial matters such as financial accounting, finance reporting, monitoring expenditures, financial accounting, determining budget variances, budget preparation and planning and performing cash financial flow forecasting.
  - **Accounting:** Skilled with experience in handling general accounting principles such as reconciliations, petty cash management, the general
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ledgers, project accounting and balancing of accounts, bank reconciliation and analysis of other subsidiary ledger accounts among other general accounting principles.

- **Budget Preparation:** Capable of liaising with project managers and other programme administrators on budget preparations and ensuring that they are as per the donor/ grants agreements.
- **Tax and statutory:** Well versed in various taxes (income tax) knowledge in the preparation of statutory payments i.e. PAYE, NSSF, NHIF and payroll.
- **Financial Transactions:** Expert in coordinating and controlling all accounting functions, ensuring all expenses are fully and properly accounted for, ensuring established signing authorities are complied with in all financial transactions.
- **Accounting Systems:** Working Knowledge of Quick Books, I-TAX, ACCPAC (Sage ERP), and basic computer applications.
- **Analytical skills:** Ability to analyze, assess and calculate the risks involved and finding solutions by using logical reasoning.
- **ICT competence:** Working knowledge of MS suite, internet and emails.

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## WORK HISTORY

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### **Internal Auditor;**

**College of Agriculture & Veterinary Studies -UON (Kabete Campus), February 2019 to date;**

### **Duties and Responsibilities;**

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- Offering consultancy and advisory services.
- Carrying out risk assessment to ensure that risks are appropriately identified and mitigated.
- Determine adequacy and effectiveness of internal control systems.
- Preparation and documentation of audit programs on all audit areas.
- Carrying out audits as scheduled in the Annual Audit Plan and submission of reports within prescribed timelines.
- Documenting audits performed in working papers.
- Ensure compliance with existing policies, standards and procedures and applicable laws and regulations.
- Responsible for auditing of all payments.
- Carry out investigations and special assignments.
- Follow up to determine adequacy of audit recommendations.
- Participate in end year Board of Survey and stocktaking exercise.

- Carry out any other duties as may be assigned by the Chief Internal Auditor.

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**Finance Accounts Assistant;**

**University Of Nairobi (Main Campus), October 2012 to January 2019;**

**Duties and Responsibilities;**

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- Responsible for Account Receivable management for the university's central administration.
- Carrying out monthly Bank reconciliations, GL accounts and preparing monthly income schedules and reports.
- Accounting for Donations, Projects and research funds, HELB loans and bursaries.
- Processing invoices, payment vouchers, interbank funds transfer where necessary.
- Preparation of management accounts in liaison with the accounts manager.
- Liaising with the finance manager in financial decision making.
- Preparation of annual statutory audit schedules
- Income section votes management.
- Making, reviewing and posting entries in the system (Sage 300 ERP).
- Participates in tender opening and evaluation meeting.

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**Financial Accountant;**

**Plan International – Kenya Country Office, December 2011 to July 2012;**

**Duties and Responsibilities;**

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- Reviewed and verified payments vouchers and LPOs as per organization's requirement.
- Prepared payment for service providers, travel agents, office related expenses i.e. rent, staffs school fees, purchase of equipments.
- Prepared reconciliation for cash, banks and payables accounts monthly.
- Reviewed and verified cash disbursement for petty cash.
- Assisted the grants office to prepare timely and accurate grants reports that meet the donor standards.
- Maintained and managed the Country Office Financial documents and ensure they meet the audit standard both internal and external.
- Assisted and trained community Based Organization /Partners on basic financial Management and reporting.
- Administered staff advances/ floats and ensure proper accounting for the same.
- Processed financial transactions and budget monitoring in compliance with the organization's requirements.
- Maintained the finance filling system.

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**Accountant / Administrator;**  
**Alliance Realtors Limited, January 2010 to July 2011;**  
**Duties and Responsibilities;**

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- Prepared monthly financial reports.
- Handled the Payroll management and filed the company's regulatory returns.
- Made accurate journal entries in quick books accounting system.
- Trained staffs and company affiliates. Preparing the invoices, making payments to the suppliers.
- Coordinated staff weekly meeting and team building excursions.
- Received and supplied office supplies.
- Kept the Assets register and monitored office equipment.
- Coordinated the movement of staffs to new location and ensuring staffs have conducive working environment and proper working tools.
- Controlled and managed the firm's expenses.
- Budgeted and monitored for the Company and for the investors.
- Monitored record keeping and filled systems of documents.

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**Other Significant Work Experience**

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- **Audit Trainee; Mugo & Company CPA (K), June 2009 to 2010;** Trained as an auditor, compiled key financial reports out of incomplete records, staff training on IFRS.

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**Leadership Experience;**

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- The Treasure of Gates of Hope.
- Support Electoral Trainer I.E.B.C 2017 –Kiambu County.
- Board Member – Alliance Realtors Limited.
- Youth Leader -2015 & Women Group leader – Life Church
- Peer Councilor Leader 2009 – KCA University

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**Community Involvement;**

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- Teenagers and youth mentorship and training programme.
- Community feeding and medical camps with Gates of Hope.
- Drafting of first Overdraft policy for Finance Department in University of Nairobi.
- Volunteer & partner with Pipes International in Pygmies of Africa development Project.

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**REFEREES**

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**Upon request.**

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