

CURRICULUM VITAE

KENNETH NJOROGE GITAU

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NAIROBI

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Date of Birth: 23/12/1967

(A) OBJECTIVE:

Be a leader in providing forensic Audit and Accounting services using the latest technological tools available in the profession.

(B) EDUCATIONAL BACKGROUND:

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| 2020 | - University of Nairobi
Undertaking PhD - Strategic Management (Option) |
| 2012 | - Jomo Kenyatta University of Agriculture & Technology
MBA – Strategic Management |
| 2007 | - United States International University
Bsc. Business Administration (Accounting Option) |
| 1986 - 1987 | - Nyeri High School (K.A.C.E.)
(2 Principles, 2 Subsidiaries) |
| 1982 - 1985 | - Murang'a High School (K.C.E.) Division I. |
| 1975 - 1981 | - Rurii Primary School (C.P.E.) |

(C) PROFESSIONAL QUALIFICATIONS:

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| 1997 | - Certified Public Accountant of Kenya CPA (K)
(Mno. 3839) |
| 2015 | - Institute of Internal Auditors (Mno. 1890592) |

2018 - Institute of Certified Investment and Financial Analyst

(D) COMPUTERS: Pastel Sage Accounting, Fund Master, Quick Books, IDEA
ACCPAC, SMIS, HAMIS, HRMIS, Microsoft office

WORK EXPERIENCE:

(E) OCTOBER 2019 TODATE: - UNIVERSITY OF NAIROBI

POSITION HELD: - AG. DIRECTOR, INTERNAL AUDIT

- Advice management on the adequacy of internal control systems in place.
- Responsible for formulating risk based Annual Audit Plan in consultation with management and Audit and Risk Committee.
- Implementation of an Annual Risk based Audit Plan and other special audit assignment.
- Prepare timely audit reports for informed decision making.
- Maintain professional audit staff with sufficient knowledge, skills and experience to execute their mandate.
- Facilitate the Audit and Risk Committee meetings on a quarterly basis
- Coordinate Investigation of any suspected fraudulent activities within institution and report accordingly.
- Carry out follow-ups and report on issues raised in the Management Letter by external auditors
- Carry out staff performance appraisals within the unit as per agreed time lines.
- Carry out systems control audit through computerized systems.
- Advice on the reliability and integrity of financial and other management information.
- Evaluate and issue recommendations on internal Control systems in terms of practical relevance and effectiveness to the University.
- Undertake follow ups on the recommendations highlighted in the systems audit report.
- Design systems to ensure safeguarding of institutional assets and their appropriate use.
- Ensure the University adheres to statutory, policies, procedures and regulatory requirements.

- Regularly examine and evaluate internal control Systems to ensure relevance and effectiveness.

(F) JANUARY 2019 TO SEPTEMBER 2019: - UNIVERSITY OF NAIROBI

POSITION HELD: - DEPUTY FINANCE OFFICER- SWA

Duties

- Provide adequate accounting systems for financial operations of Student Welfare Authority (SWA);
- Management of Strategic Management Units (SMU's) across the University
- Signing of Cheques for all Strategic Management Units
- Implementation of effective financial and stores control systems;
- Preparation of monthly financial management reports
- Ensuring that all income and expenditure relating to income generating activities are operated in accordance with approved policies and regulations;
- Provision of professional financial advice to the SWA Administration;
- Preparation of annual estimates for Students Welfare Authority
- Maintenance of a budgetary control system within SWA
- Prepare Financial Statements of accounts for SWA
- Collection, control and proper accounting of all cash including fees / charges in all departments and IGA units of SWA.
- Management of Accommodation fees
- Chair SWA Performance Contract Committee

(G) FEBRUARY 2016 TO JANUARY 2019: UNIVERSITY OF NAIROBI

POSITION HELD: - DEPUTY FINANCE OFFICER (GENERAL)

Duties

- Coordinate Budget preparation
- In charge of Business centre Operations
- Cheques signatory to University Banks
- Coordinate preparation of Management and Final Accounts
- Supervision of payroll section
- Cash flow Management
- Investment management
- Supervision of preparation and submission Statutory returns
- Coordinate preparation of Income generating activities reports
- Performance Contracting management
- Supervision of Transport system and fuel management

(H) AUGUST 2014 – JANUARY 2016: UNIVERSITY OF NAIROBI**POSITION HELD: SENIOR ACCOUNTANT I: - SALARIES & WAGES****Duties**

- Ensure timely processing of the Payroll
- Coordinate with Management in relation to key decisions affecting the payroll
- Prepare monthly reports for management
- Participate in Budgeting process
- Prepare staff Performance Appraisal for staff under salaries section
- Participate in Performance Contracting preparation
- Provide information and guidance during External Audit
- Performance of routine tasks affecting payroll processing
- Processing of Payroll transaction into the financial system
- Processing of loan schemes
- Approval of payments affecting the payroll
- Reconciliation of payroll accounts
- Processing of Tax returns

- Processing of statutory returns and other payroll deductions
- Management of temporary staff payments
- Processing of staff loan schemes

(I) NOVEMBER 2010 - TO JULY 2014: - UON- COLLEGE OF HEALTH SCIENCES

POSITION HELD: COLLEGE BURSAR

Duties:

- Head College Accounting function
- Maintaining and preparing accounts for the College
- Signing of College and Research Project cheques
- Financial Adviser to Research Projects in the College
- Member of Performance contracting team for the College
- Processing of Research projects funds
- Management of College revenue collection and banking
- Preparing of monthly financial reports e.g. Cash flow statement, income and expenditure and Quarterly/Annual Performance Contract reports
- Managing Income Generating activities of the College
- Ensuring financial management of the College complies with law, University Policies and Procedures
- Preparing College annual budget and estimates in conjunction with various heads of departments
- Maintaining Budgetary control system for the College
- Maintenance of College Assets Register

- Managing of Students Management Information System.
- Providing professional advice on various activities of the College
- Approval of AIE's and Payments Vouchers
- Review of Bank Reconciliation statements
- Member of various College Committees e.g. Appointment Committee, Procurement, Corruption Prevention Committee

(J) 2008 - 2010: NOVEMBER: - UON- COLLEGE OF AGRICULTURE AND VETERINARY SCIENCES

POSITION HELD: SENIOR INTERNAL AUDITOR

Duties

- Head of the College Internal Audit department
- Development and implementation of a risk based annual audit plan
- Carrying out System Audit within the College
- Development of Business Plans for Income Generating Units in the College
- Designing and overseeing implementation of the internal control system
- Audit of the college financial statements including monthly cash flow statement
- Preparation audit reports for submission to the University Audit committee
- Member of College Management Board, Procurement and Disposal Committees
- Preparation of disciplinary files, prosecution and defense bundles
- Attending court proceedings as a witness on disciplinary cases
- Monitoring and Control of revenue collection
- Coordination of annual external audit and mid term system audit
- Review of progress, viability and profitability of Income Generating Units
- Carrying out value for Money Audit

- Oversee operationalization of Corruption prevention plan and policies
- Preparation of Performance Contract documents for the College
- Secretary – College Corruption Prevention Committee
- Member College Procurement and Disposal Committee

(K) 2003- TO 2008: - UNIVERSITY OF NAIROBI PENSION SCHEME

POSITION HELD: HEAD OF INTERNAL AUDIT

Duties:

- Routine audit of the Schemes' Asset portfolio
- Review of investment proposals from Fund managers
- Member of the Board of Trustees, and Tender Board
- Development and review of internal control system
- Designing and development and review of Audit manuals
- Provide linkage with key Service Providers of the Scheme
- Ensure compliance with laws and regulations governing the scheme
- Ascertain reliability of management information systems.
- Audit of members contribution statements
- Preparation of disciplinary audit and prosecution files
- Attending court proceedings as a state witness
- Development and implementation of a risk based annual audit plan

(L) 1993 to 2003: - UNIVERSITY OF NAIROBI - INTERNAL AUDITOR

Duties:

- Review and audit of all Payments including payroll
- Review and designing internal Control systems in operation
- Overseeing adherence to Budgetary Control
- Confidential Audit Investigation
- Designing and Development of Audit manuals

- Audit of Donor funds
- Cash Survey on Various Collections points
- Preparation of disciplinary audit and prosecution files
- Attending court proceedings as a state witness

(M) KEY MEMBERSHIP:

- Member - Institute of Certified Accountants of Kenya
- Member Institute of Investment & Financial Analyst (ICIFA)
- Institute of Internal Auditors (IIA)
- Integrity Assurance Officer – University of Nairobi
- Hon. Treasurer- All Saints Cathedral Nairobi Schools

(N) INTEREST & HOBBIES:

- Swimming, Adventure
- Reading Psychology Materials
- Social Responsibility- Smart Recoveries and Youth Empowerment

(O) KEY LANGUAGES:

- English, Kiswahili, French

(P) REFEREES:

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