

**Lydia Wambui Kibutu**  
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## **Career Objectives**

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Seeking to develop my career in Finance and putting commensurate efforts to meet organizations objectives.

## **Education Background**

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<b>2008-2010</b>	Masters of Business Administration
<b>2002-2006</b>	Bachelor of Commerce Degree Finance Option, –Second Class Honors Upper Division
<b>1997 - 2000</b>	Kenya Certificate of Secondary Education (KCSE), Grade B+ (83 points), Naivasha Girls High School.
<b>1988 - 1996</b>	Kenya Certificate of Primary Education (KCPE) (Marks attained 530) Mama Ngina Primary School

## **Professional Qualifications**

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<b>2003- 2005</b>	Certified Public Accountant CPA (K) -Member of ICPAK
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## **Work Experience**

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<b>December 2013-To Date</b>	<b>University of Nairobi</b>
<b>Position</b>	<b>Senior Accountant –Income Section</b>

## **Duties and responsibilities**

- Treasury Management
- Direct, supervise and control operations of the Income Section
- Ensure that all revenue is properly accounted for
- Attend to internal and external audit queries on matters related to operations of the Income Section
- Prepare financial management reports as may be required from time to time
- Co-ordinator of Finance Department Performance Contract Targets

**April 2007-November 2013**

**Catholic University of Eastern Africa**

**Positions Held**

Management Accountant

Budget Accountant

Reporting Accountants

Payroll Accountant

Revenue Accountant

Reconciliation Accountant

**Duties and responsibilities**

- Preparing management accounts and presentation of these reports on timely basis
- Implementing management accounting and financial reporting policies
- Preparing statutory returns for filing with relevant government agencies in line with statutory requirements;
- Preparing annual budget and financial projections
- implementing ,and monitoring budget on regular basis
- Evaluate and scrutinize expenditure proposals, monitor expenditure and ensure timely intervention measures
- Interpreting correct accounting treatment in the general ledger;
- Documenting all financial policies and procedures in line with approved formats;
- Preparing sub ledger/general ledger reconciliations monthly;
- Ensuring compliance with statutory regulations in the area of taxation, labour laws among others;
- Ensuring compliance with International Financial Reporting Standards (IFRS);
- Maintaining and updating the asset register
- Bank reconciliation and petty cash management;
- Preparing end month, payroll accurately and timely in line with law firm's policies and guidelines;
- Ensuring that legal and statutory requirements on matters concerning PAYE, NSSF, NHIF, labor laws are fully complied with;
- Preparing audit schedules and respond to all audit queries relating to payroll;
- Liaising with Tax authorities (KRA) for updates on income tax changes and seeking accurate interpretation for those items likely to cause confusion.

**2006-March 2007**

**Cooperative Bank of Kenya - Graduate Clerk**

## **Key Competencies**

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- Attention to detail and ability to work logically, consistently and accurately
- Excellent knowledge of accounting computer software and applications
- Personal integrity
- Excellent interpersonal and communication skills
- Committed team player with strong managerial skills
- High analytical and organizational skills
- Ability to lead and work with multi disciplinary teams of professionals
- Good report writing and presentation skills