

CARRICULUM VITAE

Margaret N. Ngatia

P.O Box 30344-00200

Nairobi-Kenya

Email address mnngatia2@yahoo.com

Cell: 0723626429

CAREER OBJECTIVE

To work in a challenging and competitive environment where I can fully apply my academic and professional skills to benefit the organization. Develop, review and implement sound financial and accounting policies, manage organization resources for the achievement of the organization's vision mission and co-values.

ACADEMIC BACKGROUND

2012

University of Nairobi - Master of Business Administration

2007

Bachelor of Commerce degree (Finance Option)-University of Nairobi.

1984

Kenya Advanced Certificate of Education-3 Principles and one subsidiary
Tumutumu Girls High School.

1982

Kenya Certificate of Education

Tumutumu Girls High School

PROFESSIONAL QUALIFICATIONS

Certified Public Accountants of Kenya, CPA (K) – Membership no.5827

COMPUTER LITERACY

Well trained and examined in the following packages:

- Quick Books
- Windows
- MS Word
- Networking and Internet
- MS Excel

OTHER TRAINING:

- University Accounting System (**Sage ACCPAC**)
- Halls Information Management System (**HAMIS**)
- University Management Information System (**UMIS**)

WORKING EXPERIENCE2012-2013:

Senior Accountant:

- Seconded to Embu University College (a constituent College of the University of Nairobi) as acting Finance officer
- Started the finance department of the college where I was charged with many responsibilities among them;
- opening the necessary bank accounts, preparing the college budget, supervising staff working in the finance department
- attending all University Council meetings, procurement meetings and college management meetings
- member of the performance contract committee, charged with preparation of performance targets, presenting and negotiating them with the Ministry of Higher Education for implementation.

- worked with the team charged with transitioning the staff formerly of the Ministry of Agriculture who joined Embu University.
- Currently in charge of Income and Student Data at the Student Welfare Authority

2003-2012:

Accountant

Duties

- Accountant in charge of various Strategic Management Unit (SMU) having worked in most of the eleven units.
- Overseeing the Hostel Accommodation Management Information System (HAMIS)
- General coordination and preparation of periodic/monthly/quarterly as well as end of financial year SMU reports for management decisions.
- Ensuring proper books of accounts are kept and maintained
- implementing effective financial and stores control systems
- Overall supervision of cashiers by ensuring all revenue collected is banked intact on a daily basis, undertaking surprise cash counts in the cashiers' office to ensure all money received is properly recorded.
- Authorizing all expenditures and ensuring proper procurement procedures are followed.
- Chairing the procurement and acceptance committee to ensure that all the orders are received and are as per specifications.
- maintaining a budgetary control system and budget tracking to ensure proper adherence to allocated expenditures and controls
- conducting staff performance appraisals in line with performance targets signed between them and the employer
- responding to audit queries from both internal and external auditors
- supervision of all staff in the finance section of the SMU
- Performing acting duties for Senior Accountant whenever he is on leave
- Any other duty that may from time to time be assigned by the Deputy Finance Officer.

1998-2003:

Assistant Accountant

Duties

- preparation of financial reports (mainly cash flow statements) and making presentation to management for decision making
- coordinating and maintaining NHIF records and ensuring remittance is done on timely basis
- handling of accounts payables
- approving payment vouchers
- supervising staff in the section
- deputizing the Senior Accountant and performing his duties in his absence

1992

University of Nairobi:

Accounts Assistant

University Staff medical clinic

Duties:

- processing payments of various hospitals where staff are admitted and reconciling medical accounts
- processing staff medical claims and forwarding to expenditure for payment
- disbursement and recoupment of petty cash

Budgetary control

Duties

- maintaining budgetary control systems ensuring that no expenditure for which no provisions have been made in the approved estimates is incurred without authority of the accounting officer
- Commitments of various expenditure votes

Moi University

Position: Accounts Assistant

Worked in various sections of Finance department including:

- Cash office: Processing cash and cheque payments
- Updating assets inventory register
- Expenditure: preparation of payment vouchers and credit vouchers
- Reconciling Debtors and Creditors ledger

SEMINARS & WORKSHOPS ATTENDED:

I have attended several workshops among them:

- February, 2013-Safari Park Hotel: Economic symposium Themed, **“Towards a Devolved Government System: Sustaining the thrust”**
- 29th -31st May 2013, Mombasa –**“Investment-Realities, Opportunities and Challenges”**
- 22nd- 24th February 2012 **Theme: Governance and Accountability in a Devolved Government Structure**
- 7th -8th June 2012, Panafric Hotel – **“public sector financial reporting”**
- 7th to 9th November 2011 **kicc Nairobi -Africa Congress of Accountants**
- 18th -20th May 2011, **Wild Waters (WW), Mombasa Themed: Restoring Public Trust in Institutional Governance**
- 2007, workshop on **Anti-corruption Prevention at CCU**
- August, 2010-**Finance Department Workshop at GreenHills, Nyeri**

KEY SKILLS

- Good written and verbal communication skills gained during my University studies where clear and concise reports were essential and also through the various job designations.
- An analytical, logical and determined approach to problem solving demanded by my nature of work at the University's Finance Department
- Have gained a good understanding of colleagues and other employees of different cadres and cultural backgrounds and the spirit of team work.
- Seminars and workshops attended both at work and professional bodies

COMMUNITY SERVICE:

- Member of ICPAK's Training & Development Committee
- Member and Treasurer of Lions Club of Nairobi United where we are involved in charity activities.

REFEREES:

Robert Lugwe, FIH
Director
Students Welfare Authority
P.O Box 30344-00200
Nairobi.

CPA Peter Ngari
Deputy Finance Officer
University of Nairobi
Tel: 2714570

Thomas Mutugu
Senior Lecturer
School of Business
University of Nairobi
Cell: 0722850295

