

CURRICULUM VITAE



PERSONAL DETAILS

Name: Lucy Mune Kathae
Sex: Female
Marital Status: Married with 3 Children
Nationality: Kenyan
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CAREER ASPIRATIONS

To attain the highest training as an Accountant. To be a person of high integrity and committed worker in my future assignments.

PROFESSIONAL QUALIFICATIONS

CPA (K)

EDUCATIONAL BACKGROUND

- 2016 Student in Doctor of Philosophy in Business Administration- Strategic Management; University of Nairobi.
- 2015 Master in Business Administration- Strategic Management; University of Nairobi

- 2012 Bachelor of Business Management - Accounting option at the Moi University.
- 1989 Kenya Advanced Certificate of Education. Two principals and two subsidiaries (7points); ST. Angelas High School
- 1987 Kenya Certificate of Education (KCE); Division II of 27 points; Mumbuni High School.
- 1983 Certificate of Primary Education (CPE) 28 points out of 36.

WORKING EXPERIENCE

From 1991 – To Date: I have worked with the University of Nairobi in various capacities as shown below;-

Feb 2016-to date: Senior Accountant II, Grade lecturer equivalent, In-charge Wages and Clearance section.

RESPONSIBILITIES:

- Supervise operations of Wages and Clearance Sections.
- Provide monthly reports as may be requested
- Coordinate processing of monthly tax associated data to facilitate returns.
- Participate in reconciliation of Ledger Accounts for Salaries and Wages section
- Ensures that operations of Wages section run smoothly by co-ordinating the activities of staff in the section.
- Implementing instructions given by the Senior Accountant In charge of Salaries and Wages
- Approving and posting of all payment vouchers for Wages and Clearance Sections into ACCPAC.
- Ensure timely processing of statutory deductions and other payroll deductions.
- Coordinate and give guidance in management of activities of Wages Section.
- Ensure that all queries from staff are answered and resolved.
- Ensure timely processing of casuals payments
- Supervise filing of correspondence in Wages Section.
- Approving posting vouchers for Wages in ACCPAC.

2014- Jan 2016: Senior Accountant II, Grade lecturer equivalent, Ag.College Bursar.

RESPONSIBILITIES

- In charge of financial operations in the college of Biological and Physical sciences.
- General administration and supervision of the department
- Compilation of the college budget and presentation to the college management board
- Ensuring compliance with budget guidelines.
- Approving Advance expenditure
- Ensuring all incomes are correctly acknowledged, recognized and receipted
- Establishes that all receipt are accurately classified and posted to the correct ledger accounts
- Prudent cash management of the college
- Ensure that all payment documents are received and recorded
- Document verification for validity and approval before payment is made
- Distribution of various payment documents for further processing
- Preparation of management, statutory and other related reports as required from time to time
- Preparation of periodical reports and annual accounts
- Attending external and internal report and queries
- Participating in the College performance Contract.
- A member of the College procurement Committee
- A member of the college corruption prevention Committee.

2013-2014: An Accountant Grade E/F, Salaries and Wages section.

RESPONSIBILITIES

- In charge of wages section daily transactions
- Supervision of the payroll.
- Approving payment vouchers
- Verification of the wages data transactions
- Reconciliation of the projects funds against remuneration of its staff
- Maintaining proper books of accounts

2008- 2013; Accountant, Grade E/F, Jomokenyatta memorial library

RESPONSIBILITIES

- In charge of the Library Accounts office
- Facilitating acquisition of Library Books
- Control of Library budget allocation
- Advising the Library Management on financial matters
- Maintaining proper books of accounts
- Participating in review of the Library Strategic plan

- Preparing annual procurement plan.
- Receipting and preparation of credit vouchers for the diploma in Library Studies and information sciences.
- Updating the University Librarian and the course-coordinator on the financial status of each student in the diploma in library studies and information sciences.
- Controlling and reconciling accounts of the members of the Kenya Library and Information Services Consortium (KLISC). This is a consortium of all libraries in public and private universities and other interested institutions in e-resources
- Receiving reports on all financial transactions in the sub-libraries
- A member of the performance contracting committee.
- A member of the anti-corruption committee in the library. Championing internal controls; risk management and corporate governance concepts
- A member of the budget committee in the library. Responsible for; preparation of the library budget; monitoring and reporting on financial performance to assist management in decision making.
- A member of the Senior Staff Committee.
- Appointed as an Integrity Assurance Officer Kenya.

2004- 2007: An Accountant Grade E/F, Dental School.

RESPONSIBILITIES

- In charge of accounts section daily transactions
- Supervising the cashier
- Approving payment vouchers
- Committing requisitions
- Writing credit vouchers
- Reporting financial status to the Bursar and the Dean FDS
- Reconciliation
- Maintain all the books of accounts
- Ensuring patients settle their bills
- Writing invoices

2000- 2004: Cashier, Dental School

RESPONSIBILITIES

- Collecting cash from patients
- Banking the cash
- Preparation of credit vouchers.

1997- 2000: Cashier Grade C/D, Student's Finance

RESPONSIBILITIES

- Collecting student's fees
- Collecting Joint Admission's Board fees from secondary schools
- Banking the funds collected
- Reconciliation
- Writing credit vouchers

1995- 1997: Assistant Accountant Grade A/B, Petrol station

RESPONSIBILITIES

- Ensuring that petrol station attendants reported on time
- Receiving petrol from Kenya Shell Ltd
- Supervising petrol attendants
- Receiving daily sales and receipting to income section
- Taking deep slack reading
- Writing credit vouchers
- Writing invoices to various vote account bearers
- Invoicing clients.

1994: Assistant Accountant Grade A/B Student's Welfare Authority

RESPONSIBILITIES

- Writing payment vouchers
- Supervision of cash collection
- Receiving cash collection and banking
- Writing credit vouchers
- Reporting to the chief supervisor

1992- 1993: Cashier Supervisor, pay as you eat (PAYE) System, Parklands campus

RESPONSIBILITIES

- Ensuring the cashiers reported on time
- Supervision of cash collection
- Receiving cash collection and banking
- Writing credit vouchers
- Reporting to the chief supervisor

1991: Accounts Clerk Grade III/IV

RESPONSIBILITIES

- Writing payment vouchers
- Writing admission letters to hospitals
- Updating NHIF cards.

Social responsibilities

2014 Member of the PTA Buruburu Girls Secondary School

2013 Treasurer, AIC Kitheini Welfare Association

2011 Chairlady, Supervisory Committee of Chuna Housing cooperative Society Limited.

2011 Treasurer, Nairobi Ngelani Welfare group

REFEREES

Mr. Joseph Okemwa
Senior Accountant 1
Student Finance
University of Nairobi

Mr. Peter Ngare
Deputy Finance Officer
SWA
University of Nairobi

Mrs. Angela Mumo
Senior Librarian
University of Nairobi