

# **CURRICULUM VITAE - Nancy W. Thairu**

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## **Career Objectives**

To seek an opportunity of managing resources through use of technology to enhance effective and efficient work flow and reporting systems.

To be part of a team that leads the organization in advancement of professional financial and administrative management.

To be able to effectively contribute and be part of a forward looking team while playing a key role in the team culture.

## **Key Achievements**

- I have streamlined financial reporting as per donors, UON and KAVI management requirements.
- I have maintained a real time, efficient financial reporting system at UON KAVI research project as per stringent donors' requirements.
- Played a key role in the change over of computer system to Navision Financials at NAS LTD.
- Streamlined and improved the reporting and efficiency of the cost accounts section at NAS LTD.
- Accomplished the computerization of the garage and technical workshop departments operations.
- Setting up of the Kenya pipeline Nakuru depot accounts office and putting in place adequate internal controls.

## **Professional work experience**

### **July 2004 to Present: Kenya AIDS Vaccine Initiative (KAVI)**

Finance Manager reporting to Program Director

### **Responsibilities**

- In charge of the finance section that handles funds from USAID, CDC, EDCTP, IDRC, NIH, RATN
- Financial reporting to Donors' regional and head offices.
- Reports to the KAVI Program Director and the UON Finance Officer.
- Participates in proposal writing for KAVI grants especially for budget preparation
- Prepares the project's annual budgets in liaison with all the departmental heads.
- Prepares the monthly, quarterly and annual financial statements for various donors; IAVI/USAID, CDC, EDCTP, IDRC, NIH, RATN the World Bank and KAVI management.
- Ensures financial practices comply with each donor's requirements and UON financial regulation.
- Prepares the monthly accounts for KAVI management through QuickBooks accounting package.
- Advises KAVI management on donor financial regulations and compliance.
- Reconciles Donor funding and the University of Nairobi (KAVI) grant accounts.
- Handles treasury management and bank relations.
- Prepare monthly bank reconciliations.
- Handles procurement for local and foreign purchases.
- Handles internal and external audit processes.
- Supervises three members of staff.

## **August 1999 to January 2004: Nairobi Airport Services (NAS) Limited**

Branch Accountant – NAS Plastics Ltd & NAS Meat Processing Division

### **Responsibilities**

- Reported to the Group Financial Controller.
- Responsible for the preparation of monthly and yearly Management Accounts for the two units.
- Prepared the annual budgets for the subsidiary company and the meat processing division.
- Maintained, updated and kept the fixed assets register.
- Ensured proper implementation of internal controls and instilled financial discipline.
- Handled the year end external audits and KRA statutory audits.
- Prepared audit schedules and reconciled inter-company accounts for the group.
- Handled and processed accounts receivables and accounts payable.
- Oversaw the monthly and yearly stock-take and reviewed all the reconciliations relating thereto.
- Reviewed and approved bank reconciliations. Carried out profitability analyses for products and units.
- Prepared monthly cash flow statements and regular cash position.
- Ensured correctness of all the manufactured items cost prices in line with company costing policy.
- Prepared the costing sheets for all imported stocks, fixed assets and booking them accordingly.
- Computed and processed the VAT returns, KBS levy and other statutory payments.
- Trained and appraised staff in the accounts department.
- Inspired and motivated staff in accounts department.
- Supervised eleven staff in accounts, sales and stores departments.

## **January 1997 to July 1999: NAS Airport Services Limited**

Cost Accountant

### **Responsibilities**

- Reported to the Group Financial Controller.
- Produced the monthly, yearly cost of sales figures for each department.
- Responsible for costing of all sales products for airline customers and other ground outlets.
- Stock control and stocks reconciliations for the various stores and ground sales outlets.
- Prepared the cost sheets for all imported fixed assets, stock and expense items booking them accordingly.
- Carried out profitability analysis of the various company departments and investigated causes of budgetary variances.
- Produced monthly budgetary control statistics for use by management.
- Worked in liaison with the financial controller in preparing the yearly departmental budgets.
- Assisted the financial controller in preparation of NAS Nairobi monthly management accounts.
- Prepared monthly management accounts for NAS Mombasa branch.
- General supervision of the Cost accounts section with four members of staff.

## **June 1996 to Dec. 1996: KENFIN Services Limited**

Accountant

### **Responsibilities**

- Reporting to the Managing Director Kenfin Services Ltd & Chief Accountant-Kenya Finance Bank
- Prepared Monthly management accounts
- Prepared Monthly bank reconciliation
- Checked and certified payments to creditors and reconciled their accounts
- General supervision and administration of the office with three other members of staff.

## **June 1994 to May 1996: Kenya Pipeline Company Limited**

Branch Accountant

### **Responsibilities**

- Reported to the Chief Accountant.
- Analysed daily and monthly Nakuru depot sales.
- Liaised with oil companies' depot managers on the daily uplifts.
- Prepared the monthly sales invoices, and statements to be used externally and internally.
- General supervision and administration of the office with five other members of staff.

## **November 1993 to May 1994: Kenya Pipeline Company Limited**

Accountant – General Ledger section

### **Responsibilities**

- Reported to the Senior Accountant Finance.
- Prepared the monthly accounts up to balance sheet.
- Checked and certified payments to creditors and reconciled their accounts
- Handled Bank reconciliations and preparation of various bank accounts schedules.
- Supervised the usage of company's imprest account and related reconciliations.

## **November 1990 to October 1993: Kenya Pipeline Company Limited**

Assistant Accountant

### **Responsibilities**

- Reported to the Payroll & Management Accountants.
- Prepared payroll input data and payments of statutory and other related Deductions.
- Assisted in preparation of annual statutory returns & production of various Payroll schedules.
- Stock control and reconciliations.
- Handled the staff medical Scheme, processed refunds and reconciled unutilized balances.
- Invoicing, Debtors reconciliations and production of various sales schedules.
- Budgetary controls and production of various company statistics to be used by Management.

### **Additional Skills**

Computer literate and skilled in using the following computer packages;

**MS-Excel, MS-Word, MS-Access, QuickBooks accounting package, Navision Financials and Sera accounting package.**

### **Membership**

A member of the Institute of Certified Public Accounts of Kenya (ICPAK) since 1994

## **Seminars and Courses Attended**

- 10-14 Dec 2012 “*Financial Management*” by EDCTP
- 13-14 Dec 2012 “*Microsoft Office Excel 2007 Intermediate*” Target Executive Training
- 7-9 Nov 2012 “*Not-for-Profit Financial Management*” by ICPAK
- 2-4 May 2012 “*Finance and Grants Management*” by RATN
- 25-27 April 2012 “*USAID Contracts: Moving from Coop. Agreements*” by Inside NGO.
- 23-24 April 2012 “*USAID Financial Management for USG Funding*” by Inside NGO.
- 28-30 April 2010 “*Grant Management course*” by KCA University
- 7-9 October 2008 “*USAID Rules and Regulations*” by Inside NGO
- 18-19 Sept 2008 “*Customer Service Training*” by Consultants for Effective Training Ltd (CET)
- 11-14 March 2008 “*Management & supervisory skills*” by KPMG
- 7-8 Dec 2006 “*Performance Management*” by KHI Hawkins Associates
- 26 May 2005 “*Developing an effective management structure*” by KHI Hawkins Associates
- 2-4 August 2000 “*Corporate Fraud Prevention*” by Data Centre Limited
- 12-16 February 1996 “*Financial Analysis, Corporate finance, Strategic Analysis & Business control*” by Euro money Publications PLC.
- 1995 to date: I have attended various seminars organised by **ICPAK**

## **Educational Background**

2007- 2011: **University Of Nairobi**

Master of Business Administration (MBA)

2002-2004: **United States International University- Africa**

Bachelor of Science in Business Administration (Finance Minor)

1993: **Strathmore College**

Passed Certified Public Accountant Part III Final, CPA (K)

1986-1987: **Moi Forces Academy**

KACE -‘A’ Levels

1982-1985: **Ngara Girls’ High**

1975- 1981: **Lower Kabete Primary School**