

RICHARD KIMAIGA OMBUI

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University of Nairobi

P.O. Box 10880- 00100,

Nairobi

Year of Birth : 19th June 1968

Marital Status : Married

Nationality : Kenyan

Profession: Certified Public Accountant
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CAREER OBJECTIVES:

To work in an organization that offers an opportunity for growth, creativity, and initiative and enhances professional skills.

To discharge duties assigned to the best of my ability so as to achieve the highest level of results possible.

WORKING EXPERIENCE

2008:-to Date: Accountant-University of Nairobi College Humanities and Social Sciences

Responsibilities:

- 🕒 Fee payments for regular students (Module I& II)
- 🕒 Sorting students financial matters
- 🕒 Maintaining of budgetary allocation (vote books) for the college
- 🕒 Monthly bank reconciliation
- 🕒 Preparation of monthly income and expenditure returns
- 🕒 Computation of gratuity.
- 🕒 Examining of payment vouchers.
- 🕒 Preparation of data for audit reports, review and analyze VAT returns
- 🕒 Manage account ledgers, including receivables
- 🕒 Accounts payable and payroll issues.
- 🕒 Liaised with other departments, governmental Agencies (Kenya revenue Authority, Kenya national Audit, National social security fund) and Institutional bankers.

- ⌚ Prepared spreadsheets and reconciliation sheets
- ⌚ Financial analysis of data
- ⌚ Maintain fixed assets register
- ⌚ Preparation of monthly income and expenditure
- ⌚ Processing of advance imprests for researchers and accounting thereof
- ⌚ Donor reports to funding agencies, donor Auditors.
- ⌚ Supervises a team of seven accounting staff and two non -accounting staff.

2002-2007- Assistant Accountant -University of Nairobi Pension Scheme

Responsibilities:

- ⌚ Maintaining of the pension scheme books of accounts
- ⌚ Preparing budgets and controlling expenditure within the budgetary allocations.
- ⌚ Preparation of the monthly staff payroll
- ⌚ Preparation of the bank reconciliation statements
- ⌚ Updating pension members with contributions from the sponsor on monthly basis
- ⌚ Collection of rental income from tenants
- ⌚ Preparation of retirement and withdrawal benefits for members exiting from the regular employment with the sponsor.
- ⌚ Preparation of PAYE and VAT returns and other statutory returns
- ⌚ Maintaining fixed assets register
- ⌚ Sourcing and technical evaluation of suppliers /service providers

SPECIAL TASK

- ⌚ Calculation of members transfer values at the time of changing the pension scheme from a defined benefit scheme to defined contribution scheme

SEMINARS

- ⌚ **2005:** International Auditors Association seminar
- ⌚ **2005:** ICPAK seminar held at white sands hotel in Mombasa
- ⌚ **2006:** Internal Auditors seminar organized by ICPAK –Building value in internal Audit: strategies for success
- ⌚ **2006:** Trustees/staff Seminar –on the following issues
 - Strategic planning process, taxation of pension Benefits
 - Corporate governance-Defined benefits Vs Defined Contribution Schemes
- **2012: Internal Audit seminar whose theme “Internal Audit in Contemporary Times”**

- 2013: ICPAK Annual seminar whose theme “Investment-Realities, Opportunities and Challenges”

MEMBERSHIP

1. Institute of Certified Public Accountants Kenya (ICPAK)
2. Institute of Internal Auditors (Nairobi chapter)

EDUCATION BACKGROUND

UNIVERSITY OF NAIROBI (UON)

Bachelor of Commerce (Accounting)

Certified Public Accountants (K)

Certified Securities and Investment Analyst (Graduate)

Currently Pursuing MBA (finance option)-UON

Other skills

- ⌚ MS Word
- ⌚ Excel
- ⌚ Fund master Pension administration system
- ⌚ Student management information system (Smis)
- ⌚ Financial Information Management System (FIMS) –the budgetary system
- ⌚ ACCAPAC-financial system

HOBBIES &INTEREST

Watching movies, reading magazines playing table tennis and darts

REFERENCE

1. Mr. Joseph Okemwa
Deputy finance officer
University of Nairobi
P.O Box 30197-00100 Nairobi

Mobile. 0700519077

2. Mrs. J.M Oloo

College Bursar

College of Humanities & Social Sciences

Box 30197-

00100 Nairobi

Mobile. 0733743551

3. Prof. Isaac M. Mbeche

Deputy Vice chancellor SA

P.O box 30197-00100

Mobile. 0722518863
