

CPA MBATIA NEHEMIAH

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PROFESSIONAL SUMMARY

A highly analytical, skilled, and reliable finance professional with significant knowledge, expertise and experience in accounting, finance, taxation, and administration with over 10 years of experience handling all areas of producing and compiling financial data, analyzing financial performance, trend analysis, financial modelling and financial advisory. Cash flow and budget preparation and forecasting. Creating, revamping financial strategic decisions and policies, Tax planning. Ensure accurate record-keeping for accounts receivables/payables, tax, and payroll. Preparing and presenting financial reports, managing reconciliation of general ledgers, daily collections and ensuring revenue completeness. Implementing internal control systems, supervising, internal audit, and tax planning. Currently looking for a dynamic company where I can engage my professional skills & experience, compatible with the tasks at hand and to maintain a results-oriented career development as I help achieve company goals.

SIGNATURE COMPETENCES

- Financial data analysis and preparation
- Taxation and statutory
- Financial Management
- Financial Strategy & Planning
- Tax planning and compliance
- Budget & Variance Analysis
- Leadership and Supervision skills
- Operations Management
- Budget & Cost Management
- Forex dealer
- Team Management
- Client/Supplier Management
- Business strategy & Implementation
- Revenue Management
- Customer Relations

KEY ACHIEVEMENTS/ HIGHLIGHTS:

- Minimized financial strain to the company by implementing debt collection policies which greatly improved the firm revenue collection period by following up on debt which was outstanding for a long period of time.
- Implemented corrective measures that decreased minor accounting discrepancies by implementing proper internal control systems.
- Built lasting relationships with all clients and ensured there were systems and resources in place to deal with any of their queries in less than 24-hours.
- Presentation of management account to director which led to deep understanding on how the firm is performing in monthly basis.
- Managed a team of five accounts assistants and interns to ensure all deadlines were met on time.
- Managed to object penalty which was imposed erroneously by KRA which could have cost company ksh.16 million. Analysed financial performance and trend of a company and advice on how to price service/good which increased revenue.
- Revamped the accounting system, which ended up in increased efficiency in handling accounting controls.
- Met with the senior managers of all departments to discuss their budgets and was able to reduce overall business expenditure by 10%, saving the company notable amount in a year.

WORKING EXPERIENCE

CMS DALY INAMDAR ADVOCATES LLP:

Position: Deputy Chief Accountant

Period March 2021 to Date

Duties & Responsibilities

- Preparation of Monthly expense vs approved budget variance analysis and offer financial advisory to be made to correct variance which might affect financial projection of the firm.
- Preparation and presentation of weekly financial management reports to the directors/partners for decision making and assessment of firm financial health and trend.
- Participate in Reviewing of financial procedures and strategic policies in line with the regulations while ensuring compliance with internal controls of the firm.
- Establishes and implements short- and long-term departmental goals, objectives, policies, and operating procedures.
- Assists with the development of new policies, procedures, and workflow systems, and provide input for continuous improvement of accounting systems and execution.
- Filing of statutory returns, that is, Value Added Tax return, Vat withholding and withholding tax and payroll processing.
- Ensures all statutory and regulatory reports are correct and submitted in a timely manner as well as with various government bodies, on all tax, accounting, and reporting requirements.
- Offer financial advisory opinion to colleagues and directors on matters related internal control, risk mitigation and management and firm financial wellbeing.
- Ensure that all end-month and end-year processes are timely and accurately conducted, periods are properly and timely closed which facilitates accurate and timely financial reports and forecasts.
- Supervises and ensure accurate fixed asset register is maintained and continually updating.
- Ensures adequate controls over cash and bank management are constantly monitored and updated to minimize the risk of fraud.
- Aging debtor analysis and credit Control, manage all account receivables by calling customers for payment and attending to all accounts related queries which may influence the receivables.

KAPLAN & STRATTON ADVOCATES:

Position: Senior Accountant

Period: Jan 2016- to Feb 2021

Duties & Responsibilities

- Ensure that internal controls in finance are in place and fully complied with as per firm's policies.
- Review of financial procedures and policies in line with the regulations while ensuring compliance with internal controls of the firm.
- Assisted and participated in the preparation of monthly management accounts/reports for the firm to be distributed to management on a timely basis.
- Ensured that the Finance team supports the business and keep up to date with current requirements and/ or developments.
- Tax planning and projections, to ensure timely and correct taxes are paid in compliance with tax ACTs and regulation.
- Established and maintains internal control measures and ensures that accounting standards are met to prevent any avoidable financial risk exposure.
- Credit Control, manage all account receivables and aging debts by calling customers for payment and attending to all accounts related queries.

- Supervised compliance with legal requirements to all financial statutory and reporting requirements in accordance with the IFRS, Company acts, Tax laws and accounting.
- Preparation and payment of VAT, withholding tax, Installment taxes, capital gains tax, stamp duty and rental income taxes and dealing with issues related to VAT inconsistency.

NTASHAT HOLDING LIMITED:

Position: Financial Controller

Period: 2014 – Dec. 2015

Duties & Responsibilities

- Developed, implemented, and ensured compliance with internal financial and accounting policies and procedures.
- Mandated to ensure that internal controls in finance are in place and fully complied with as per company policies.
- Managed the team and individual performance through frequent reviews and ensuring development needs are identified and implemented.
- Ensured that the company is following International Financial Reporting Standards, legal requirements, Company policies and taxation ACTS, and other applicable regulatory requirements.
- Ensured timely and accurate record-keeping of expense and income as per the company policy by defining allowable business expenditure and ensuring allocation as per the policy.
- Preparation of capital budgets, capitalization, asset management and provide financial justifications for proposed investments.
- Prepared monthly, quarterly, and annual financial statements, conducting variance analysis to identify trends, discrepancies, and areas of improvement.
- Ensure compliance with all relevant financial regulations, including tax laws and internal reporting requirements
- Preparation of Budget, Business Plans, Financial Projections, and Working Capital Requirements. Forecasting of Financial needs and arranging funds on time. Ensure timely collection, payments, and optimum utilization of surplus funds.
- Mitigation of foreign exchange risk exposure and implementation of foreign exchange risk mitigation measures.
- Maintaining the Fixed Assets Register and passing depreciation and amortization journals.

Other Roles Performed

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- Audit Assistant- Nyamweya and Associates; Dec. 2012 to Dec 2013
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EDUCATION BACKGROUND AND PROFESSIONAL QUALIFICATION:

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- Master of Science (Finance & Investment) Kenya College of Accountancy university(KCAU)
 - Bachelor of commerce (Finance option)- Honors- 2nd Upper Division- Kenya College of Accountancy University (KCAU)
 - Bachelor's degree in Entrepreneurship & Management-Honors- 2nd Upper, Kisii University
 - Certified Public Accountant-CPA-K- KASNEB
 - Certified Credit Professional, (CCP-K) -KASNEB

PROFESSIONAL MEMBERSHIP

- Registered member of ICPAK, Member No. 25258

REFEREES

CPA Bernard Tanki

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