

CPA, FAITH INNOCENT WAKIO

Project Accounting Professional | Financial Analyst| Cell: +254 795548753;

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CAREER OBJECTIVE

A Finance, Grants and Compliance professional with over three years of comprehensive expertise, insight, and experience in successful Finance and Accounting and risk management, financial management, budget preparation, project control, financial reporting, and management in the development and Public and private sectors. The World Bank-Infrastructural Finance-Public Private Partnership, Government and Sponsorship fund in Kenya. I am committed to transparency, accountability, and alignment with the organizations and donors' policies to achieve highest levels of Accountability, Ethics & Integrity.

CORE COMPETENCIES

Financial and Management Accounting| Financial Reporting| Budget Variance Analysis (BVA)| Compliance |Audit| Internal Control| Tax Compliance| Team Management| Technical Proficiency (MS Office Suite) | ERP Systems like Sage ERP| Financial Accounting Systems and QuickBooks |Online Banking| MPESA Systems for Payments

EDUCATION

2024-Ongoing: MSc in Finance, Jomo Kenyatta University of Agriculture and Technology (JKUAT)

2022: Bachelor of Commerce- Finance Option, Strathmore University.

2020: Certified Public Accounts C.P.A.-K (KASNEB)

2015: Kenya Certificate of Secondary Education (KCSE).

TRAININGS

2024: Financial Modelling -Strathmore University

2024: Fiscal Commitments and Contingent Liabilities (FCCL)- Public Private Partnerships

2022: Technical Competency Development Forum for Associate Members-I.C.P.A.K

2021: Leadership and Integrity Workshop- I.C.P.A.K

2019: Voluntary Service at Nyumba ya Wazee- Ruaraka

WORK EXPERIENCE

1. April 2024 to March 2024 -The National Treasury (Public Private partnership) – FINANCE ANALYST ASSISTANT. ACCOMPLISHMENTS.

- i. Assisted in the preparation of financial forecasts and budgets for infrastructure projects.
- ii. Conducted market research and analysis to support project planning and execution.
- iii. Participated in stakeholder meetings and contributed to the development of investment proposals.
- iv. Gained foundational skills in financial analysis and project management within the public sector.
- v. Maintaining financial models to support budgeting, forecasting, and long-term planning.

2. February 2023-March 2024-Focus Academy Limited (14months)-ACCOUNTS ASSISTANT. ACCOMPLISHMENTS.

- i. Financial Record-Keeping & Compliance, Maintaining school financial records, ensure compliance with financial regulations, and manage both manual and electronic documentation for security and accessibility.
- ii. Revenue & Expense Management. Posting journal entries, handle billing and invoicing for fees and school-related sales, and manage debt collection as per targets.
- iii. Banking & Cash Management. Performing bank reconciliations, manage petty cash, and handle banking tasks like depositing cheques.
- iv. Asset & Inventory Management. Maintaining the school's asset register and oversee inventory, including school uniforms and reorder levels.
- v. Data Entry. Processing new student admissions and input data into the school system.
- vi. Communication & Administrative Support. Drafting correspondence, manage emails and phone communications, and assist with general administrative tasks.
- vii. Budgeting & Financial Planning. Preparing budget forecasts, analyze performance variances, and collaborate with departmental leaders for financial planning.

3. June 2022-September 2022 (3months)- Casual Assistant (ICT Section)- Independent Electoral and Boundaries Commission (National Warehouse). ACCOMPLISHMENTS.

- i. Arranging and labeling ballots boxes as per the counties.
- ii. Setting and configuring the tablets which are the KIEMS.
- iii. Recording the spoilt KIEMS in the spreadsheets.
- iv. Packaging the KIEMS in full in the respective boxes.

4. February 2021-April 2021 (3months)- Industrial Attachment (Accounting Section) – Ministry of Agriculture, Livestock, Fisheries and Cooperatives.

ACCOMPLISHMENTS.

- i. Performing reconciliation of accounts.
- ii. Voucher preparation.
- iii. Assisting in writing and issuing imprest warrants.
- iv. Helping in preparation of financial reports, statements, and data.
- v. Assisting in the accounting transactions to ensure compliance to Public Finance Management regulations.

AFFILIATIONS TO PROFESSIONAL BODIES

- Associate Member, I.C.P.A.K.

REFEREES

1. Dr. Esther Njoki Chomba
South Eastern Kenya University (S.E.K.U)
Department of Kiswahili and other African languages
P.o. Box 170-20900 Kitui, Kenya
Phone: 0722640113
2. Elizabeth Ngomi
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