

# Jacqueline Musyoka

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## PROFESSIONAL SUMMARY

Dynamic Finance, governance and Risk management & compliance professional with extensive experience in financial management, Audit, governance, data analysis, risk management, and regulatory compliance. Proven ability to develop and implement policies that enhance organizational transparency, financial accountability, and operational efficiency. Adept at aligning organisational structures with national regulations and global best practices. Strong expertise in risk management, governance, and strategic decision-making, ensuring sustainable organisational growth. Passionate about leveraging technology and data for improved compliance and governance.

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## KEY SKILLS

- **Governance & Compliance:** Demonstrated leadership in establishing policies and practices that ensure transparent decision-making and strict adherence to regulatory requirements.
  - **Risk Assessment & Management:** Utilized proactive risk identification and mitigation strategies to strengthen internal controls and fortify governance frameworks.
  - **Regulatory Compliance:** Ensured continuous compliance by aligning organizational processes with the governmental laws and regulations including Co-operative Societies Act and SASRA regulations, promoting ethical operations.
  - **Financial Oversight & Internal Controls:** Enhanced financial accountability and operational integrity through implementation of quality management, robust oversight mechanisms and internal control systems.
  - **Stakeholder Engagement & Member Relations:** Fostered effective communication channels with stakeholders and members to support informed governance decisions and maintain compliance.
  - **Strategic Planning & Policy Development:** Implemented strategic initiatives and developed policies that integrate best practices in governance while meeting regulatory standards.
  - **Financial Accounting, Planning and reporting:** Financial accounting, financial planning, and pension fund accounting. In-depth understanding of financial systems and data driven decision making to enhance governance transparency.
  - **Data Analysis & Reporting:** Data analysis and Dash boards using advanced excel, Power BI, Tableau, SQL and Python. An in-depth understanding of databases.
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## PROFESSIONAL EXPERIENCE

**Business Consultancy June 2021 to Date**

- Capacity development for Women entrepreneurs under the WIDB program to enhance digitalisation of business and contribute to growth; Training of trainers to increase the program reach.
- Develop grant proposals and financial plans for small and medium sized businesses to ensure alignment with donor regulations and operational requirements.
- Conduct governance, and financial management training to enhance financial literacy and operational capacity.
- Manage digital marketing, process documentation, bookkeeping and data analysis..
- Manage outstanding tax issues for clients to ensure compliance with tax laws.

### **Chief Manager, Finance**

*Kenya Revenue Authority, Nairobi*

*June 2008 – April 2020*

- Conducted risk assessments to identify potential governance vulnerabilities and implemented robust mitigation strategies.
- Designed and executed financial risk management initiatives to safeguard assets.
- Preparation of grant budgets and monitored Budget vs. Actual (BVA) performance to ensure optimal utilization of funds.
- Coordinated donor reporting processes, ensuring timely and compliant submissions.
- Led financial operations, including board reporting, performance management, and capacity development.
- Audit Liaison officer – Coordinate external audit and follow up outstanding audit queries to resolution and implementing recommendations.
- Evaluated project funding applications and submitted utilization reports to the National Treasury.
- Supervised financial processes for the Pension Fund, liaising with banks and fund administrators.
- Resource mobilisation and fund raising

### **Manager, Budgets and Payroll**

*Kenya Revenue Authority, Nairobi*

*March 2003 – June 2008*

- Directed budget preparation and payroll processing for over 6,000 employees.
- Analysed budget variances and prepared reports for management and board review.
- Ensured compliance with statutory requirements and managed audits.
- Administered staff mortgage and car loan schemes in coordination with financial institutions.
- Pension fund accounting
- Developed and enforced internal control measures that strengthened compliance with Co-operative Societies Act and implemented measures to help over 20 cooperatives manage

their risks. Ensured prompt remittances monthly and facilitated compliance through establishing monitoring tools and controls and submitting reports to enhance compliance.

- Implemented digital governance solutions, streamlining reporting processes to cooperative to enhance their oversight.

#### **Additional Roles at Kenya Revenue Authority:**

- Assistant Commissioner, Budgets (2001 – 2003): Prepared annual budgets, management reports, and procurement documentation.
- Principal Accountant, General Ledger (1998 – 2000): Handled financial reporting, reconciliations, and audit liaison.
- Revenue Accountant (1996 – 1998): Managed revenue reporting and designed new collection processes.

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### **EDUCATION & CERTIFICATIONS**

- **Bachelor of Arts in Commerce - Accounting**  
*The University of Nairobi, Nairobi*
- Member, Institute of Certified Public Accountants of Kenya (ICPAK)
- Certified Data Analyst (IABAC) training by AFRICDSA
- ISO 9001:2008 Lead Auditor, 2011
- Virtual Assistant Certification (ALX), 2024

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### **OTHER COURSES ATTENDED**

- **2014:** Strategic Leadership development programme, Kenya school of Government
- **2011:** ISO 9001:2008 Lead Auditor Course
- **2010:** Senior Management Development Training, Eastern and Southern African Management Institute
- **2005:** Financial Management in the Public Sector, Eastern and Southern African Management Institute
- **QMS training 2010/11**
- Risk Management training 2015-2019
- Lead Trainer training, WIDB

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### **TECHNICAL PROFICIENCIES**

- Data & Risk Analytics: SQL, Salesforce, Governance Dashboards, Power BI, Tableau, SQL, Python
- Other : E-Governance Systems, SAP, QuickBooks, Honey book (CRM), Asana, Ms office, Google workspace, HTML,CSS,JAVA. Risk Management Software, Quality Management software.

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