

# CURRICULUM VITAE

## PERSONAL DATA

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Gender: Female  
Nationality: Kenyan  
Date of Birth: 1<sup>st</sup> June 1975

## ACADEMIC QUALIFICATIONS

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Current	<b>Masters of Business Administration</b> East and Southern Africa Management Institute (ESAMI) ( <i>Awaiting submission of Thesis</i> )
1993 – 1997:	<b>Bachelor of Commerce (Accounting) (Hons)</b> University of Nairobi
1988 – 1991:	<b>Kenya Certificate of Secondary Education</b> Kahuhia Girls High School

## PROFESSIONAL QUALIFICATIONS

Certified Public Accountant (CPA) Kenya

## KEY PROFESSIONAL SKILLS AND EXPERIENCE

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1. Grant accounting and financial reporting to international development agencies, boards and external/statutory audits.
2. Development of internal control systems, business processes and monitoring compliance to policies and various financing agreements.
3. Budgeting & budget management.
4. Development, set-up and hands-on use of ICT based financial management systems.
5. Development of capacity building programmes for finance and non-finance staff, training delivery and one-to-one training and mentorship.
6. Development of procurement systems and contracts negotiations.
7. Project Management; supporting effective planning and monitoring and reporting.

## COMPUTER SKILLS

- Various accounting software – Sun System, Vision reporting software, QuickBooks, Microsoft GP Dynamics, Accpac and Sage Pastel Evolution and PS Financials
- Human Resource Management software – Paymaster 2000, Inspiro and PayEasy and HR Management
- MS office; Word, Excel, PowerPoint, Access

## **EMPLOYMENT HISTORY**

**February 2016 – April 2016**

**Consultant - Interim Head of Finance and Operations**

**Action on Disability and Development (ADD) International, Dar es Salaam, Tanzania**

ADD is an International NGO with Headquarters in the UK working among disabled people living in poverty. I was engaged as a consultant to provide 'stop-gap' financial management and accounting support to its Tanzania program during a period of recruitment for a new Executive Director and Head of Finance and Operations. I worked closely with the then Acting Country Director based in Dar and the International Director of Finance and Operations based in the UK.

My achievements include;

- Preparation of the Financial Statements, supporting the external audit (preparing schedules, responding to queries and formulating management response to recommendations) and supporting the group audit ensuring delivery within stipulated timelines.
- Review of Financial returns from sub-grantees for compliance with funding agreements and donor conditions, developing templates for review and training sub-grantee personnel on the documentation required for acceptable returns.
- Oversight of all office administration including an office relocation, lease agreements, contracting movers and various other contractors including security, IT and equipment maintenance services.
- Supported the development of the annual budget, ensured it was well understood by the staff and provided information on budget performance.
- Payments and general operations – Ensuring all payments for on-going activities and supplies were made, including payroll, payments for taxes and other statutory obligations, all within budget and properly coded and supported.
- Updating financial records – Updated the financial records for the year using PS Financials, performed bank, staff advances and other reconciliations, prepared cash flow projections and made appropriate cash requests to headquarters.
- Other deliverables under this position were to bring the country office systems and procedures up-to standard, update existing and negotiate new contracts with staff and other contractors and support performance management of staff in the unit.
- Managed banking services ensuring proper bank mandates were in place, organization set up on internet banking and contracted mobile money service providers for easier and secure payment systems.
- Recruitment of a new Head of Finance and Operations – participated in the interviews, negotiated with the successful candidate and organised a successful handover process with orientation and training of the new Head of Finance and Operations.

**January – March 2015**

**Consultant – Technical Support in Financial Management of the ACBF/AIST Capacity Building Project**

**Nelson Mandela Africa Institute of Science and Technology (NM-AIST)**

NM-AIST in Arusha is one in a network of Pan-African Institutions of Science and Technology located across Sub-Saharan Africa (SSA).

Working with the Africa Capacity Building Foundation (ACBF) Project Manager and Accountant, my role was to support the project personnel to understand the ACBF funding procedures and conditions, to train and build their capacity, respond to and resolve long outstanding queries with the funders so that funding disbursement that had been suspended as a result of non-compliance with grant requirements causing interruption of program activities would resume.

Alongside training other activities included; Fund reconciliations, interim reporting, preparation of appropriate and acceptable disbursement requests, preparation of budget reallocation matrices, budgets and work plans for the year and accounting records to facilitate audit and track the eligible and ineligible expenditure under the funding, response and resolution of queries from ACBF.

**August 2011 – January 2016 (*Full time up to December 2014 and thereafter as a Consultant*)**

**Technical Advisor and Finance Manager**

**East African Business Council, Arusha, Tanzania**

East African Business Council (EABC); apex body of business associations of the private sector in East Africa. The organization receives funding from membership subscriptions and International development partners such as GIZ, Africa Capacity Building Foundation (ACBF), Trade Mark East Africa (TMEA) and International Trade Centre (ITC), among others.

Reporting to the Executive Director and recruited as part of an institutional capacity building program my role was to;

- Oversight of all finance and grant management and reporting including; audited financial statements, interim and annual financial reports for various grants, budget performance and variance reporting to management team and board members/board committees and ensuring that reports are in line with International Financial Reporting Standards and Grant Financing Agreements.
- Support the preparation, presentation for approval, and execution of budget and ensuring adequate budget control practices and timely information on budget performance.
- Oversight of all payments to ensure they are timely, allocated to correct budget, properly procured and supported with adequate documentation, eligible within the funding agreements and organizational policies and that petty cash is correctly maintained.
- Supervise, train and build the capacity of Finance officers.

- Develop institutional systems to establish and maintain efficient financial management, governance and administration systems and continuous development and improvement of internal control systems.
- Support program managers to ensure compliance with project accountability mechanisms, support effective planning, forecasting and reporting for all operations and teams at all stages of the planning and forecasting lifecycle to ensure that income, expenditure and staff costs are accurately planned and re- forecasted on time
- Contracts negotiations with suppliers (travel agents, insurers, conference facilities, transport companies, courier, stationery suppliers, and printing firms) and consultants (variety of disciplines). Ensuring TORs are properly developed and deliverables well captured and projects implemented and agreed milestones developed for grant project implementation were measurable, easily verifiable, and comply with regulations.
- Dealing with private sector players/agencies/suppliers/consultants from across the EA region and internationally who are multi-disciplinary, development partners on reporting and grant negotiations, and government agencies for collaboration on various activities.
- Deputize the Executive Director, make decisions in their absence and represent organisation in meetings with a variety of stakeholders, review outgoing communications, concept notes for various activities for relevance and congruity with financing agreements.

## **Achievements**

- Successful implementation of Fiduciary Risk Assessment recommendations, Audit findings, and recommendations from Risk and Compliance officers of funding institutions without any ineligible expenditure under the funding agreements and positioning the institution to receive increased funding from Development Partners such as ACBF and TMEA.
- Oversaw the development of planning and budgeting procedures and templates for the organization and staff training for effective and efficient management of financial resources through the development of activity based budgets and implementation of strict budgetary control measures.
- Formulation and implementation of sound financial policies, procedures, strategies and systems by overseeing the development of Finance, HR, Procurement and IT manuals together with a board charter and continual improvement of the internal control systems.
- Successfully oversaw the sourcing, purchase and implementation of integrated financial management software to meet the financial management, budgeting and procurement needs of the organization, to enable meet reporting requirement for the different donors.
- Timely reporting for all financial aspects of the organization to senior management team, Board of Directors, Donors, tax authorities and statutory external audits.

**July 2009 – August 2011**

**Project Accountant**

**East African Community Secretariat, Arusha, Tanzania**

The regional intergovernmental organization of the Republics of Burundi, Kenya, Rwanda and Uganda and the United Republic of Tanzania.

While having multiple reporting roles to the Finance Director and various Project Coordinators', managing the EU funded AU Capacity Building Programme, the Partnership Fund (Basket Fund from various development partners), Africa Development Bank (AfDB) funded Projects and SIDA/Irish Aid supported HIV AIDS Programme, my duties and responsibilities included:

- Financial reporting to the various development partners in accordance with accepted formats, frequency and funding agreements.
- Preparing monthly management reports with budget performance to various budget holders, management staff and to the Council of Ministers.
- Preparation of annual financial statements for external audit, audit schedules, responding to audit queries and drafting of management comments to the audit report.
- Supporting sub-granting to government ministries and regional organisations within East Africa through the process of capacity assessment, work planning and budget review, funding agreement and review of reports and financial returns.
- Team member in taskforce for planning the implementation of audit recommendations.
- Supervising and backstopping accounts officers attached to the programmes, troubleshooting and training them in use of Sun System to post transactions, generate data and reports.
- Capacity building of the finance assistants to develop their understanding of the organisations rules and regulations, conditions of the funding agreements and international financial accounting and reporting standards.
- Performing various system administration tasks for the Sun System accounting software
- Supervising the processing of all programme payments, ensuring they are properly coded, within budget, in line with funding agreements and organizations' policies and are properly approved and supported.
- Verifying adherence to established procurement procedures.
- Validating all accounting entries entered into the Sun System, ensuring timely, accurate and sufficiently supported bank reconciliations, imprests and reconciliations of other accounts such as suppliers and current accounts.
- Preparations of annual budget, work plans and progress reports with the Programme Implementation Units for presentation to development partners.
- Participating in steering committee meetings involving development partners of the various programmes to present the financial position.
- Administrative support to workshops and conferences across the East African Community.

**June 2006 – May 2007**

**Head of Finance Department**

**National Council of Churches of Kenya (NCCCK), Nairobi, Kenya**

The Umbrella body of Protestant Churches in Kenya involved with advocacy, various social service initiatives and running commercial income generating projects.

While reporting to the General Secretary; key responsibilities and achievements included;

- Overall financial management responsibility for the organizations programmes and income generating projects in a context of multiple funding agreements and commercial projects.
- Team leadership in a department with over 10 finance staff.
- Financial reporting to various international development partners, board committees and senior management.
- Budgeting and budget presentation to senior management and board for approval, budget control, variance investigation and recommending corrective action.
- Ensuring comprehensive preparation for external and other special audits, reviewing audit schedules and liaising with external auditors, giving management response to Management Letter and implementing audit recommendations.
- Cash flow planning in a dynamic situation of multiple development partners, different funding periods, income generating projects and an ambitious investment programme.
- Leading a project implementation team that facilitated successful change of financial management software including identifying suitable software, set-up and training of accounting staff.
- Continuous systems development, training and mentoring staff to keep abreast with the changing needs of the organization and professional standards of accounting.

**February 2005- June 2006**

**Senior Accountant**

**National Council of Churches of Kenya, Nairobi, Kenya**

While reporting to the Finance Director my responsibilities included;

- Preparation of monthly management reports, costs analysis, investigating variances to budgets and recommending corrective action.
- Preparation of fund accountability reports to various donors such as EED (Germany), USAID, UNHCR, EU, Royal Netherlands Government and corresponding with them particularly as regards grant receipt and reports.
- Ensuring that all accounting data was correctly processed in a timely manner, verifying bank reconciliations and reviewing monthly float returns
- Verifying authenticity of various payments, ensuring proper authorization charging to correct budgets lines as per agreements, budgets, organizational policies and that internal controls are adhered to.
- Liaising with various budget holders to oversee preparation of annual budgets and consolidating this for approval by the Council's executive committee.

- Participating in external audits by preparing financial statements, audit schedules, providing auditors with accounting documents and providing explanations to audit queries.
- Supervising various staff involved in transactions processing, float returns and bank reconciliations.

**May 2000- January 2005**  
**Accounts Administrator**  
**Fellowship of Christian Unions(FOCUS), Nairobi, Kenya**

A Kenyan Student Leadership Development and Counselling Programme affiliated to the International Fellowship of Evangelical Students (IFES).

While reporting to the General Secretary the major duties and achievements were as follows;

- Facilitated the transition to a financial management system that reflected the core activities of the organisation for ease of budgeting and cost management.
- Trained the departmental heads in budgeting and assisted them to annually prepare budgets for their departments/programmes while working with the General Secretary to prepare the master budget.
- Preparation of monthly management reports for budgetary control, reports to various donors, the board and ensuring timely external audit of the annual financial statements.
- Communication with donors; prompt grant receipt acknowledgement and provision of financial reports within agreed timetable and prescribed format.
- Supervision of payments processing including the payroll, overseeing receipts, debtors and creditors, bank reconciliations, imprests, petty cash maintenance and supervising the inputting of financial information.
- Participating in management meetings for planning and presenting the financial reports and analysis for management decision making.

**October 1998 – April 2000**  
**Accountant/Administrator**  
**Kigezi Diocese Water & Sanitation Project, Kabale, Uganda**

This is a development Project of the Anglican Church of Uganda.

Reporting to the Programme Coordinator, I was responsible for;

- Setting up the financial management system with multiple donors including EU, Tearfund (UK), EED (Germany), DFID and the Irish Aid.
- Preparation of budgets, monthly management reports, various donor reports and the external audit.
- Handling cash receipts, processing payments including payroll, cash flow projections all in a multi-currency environment.
- General office management including correspondence, filing, equipment and vehicle maintenance, stock controls and filing of statutory returns.
- Managing the transition at the end of my contract, by ensuring the recruitment of a suitable replacement, their orientation and training.

## Other Activities

2015 to date	<b>Hand in Hand Foundation</b> An advisory and policy making role to ensure the organization has sound systems for professional stewardship of financial resources in the Kenya office of a UK based charity that supports education among children living in poverty.
<b>Honorary Treasurer/Board Member</b>	
2005 to 2009	<b>Lifeskills Promoters</b> An advisory and policy making role to ensure the organization has sound systems for professional stewardship of financial resources in a Kenyan NGO that empowers youth using appropriate life skills based interventions..
<b>Honorary Treasurer/Board Member</b>	
July 2002 – May 2005	<b>Tearfund UK</b> Lead a team of three consultants a financial management capacity building project among 11 partners in Kenya and Tanzania that included institutional assessment, developing the capacity building program, training of staff, implementation of financial management software and follow-up support.
<b>Consultant – Financial Advisory Services</b>	
August 1997 – July 1998	<b>Fellowship of Christian Unions FOCUS Kenya</b> Worked among university students in a mentoring, counselling and leadership development programme.
<b>Intern</b>	

## LANGUAGES

Fluent in oral and written English and Kiswahili

## COURSES ATTENDED

- Project and Programme Management – RIPA International(UK) June 2011
- EU EDF Procurement and Contract Management Course – Moshi Tanzania
- International Public Sector Reporting Standards (IPSAS) – Arusha, Tanzania

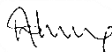
## REFEREES

<b>1.</b> Ms. Agatha Nderitu DANIDA/Regional Economic Integration Support Program (REISP) (Former Executive Director - EABC) P. O. Box 2617 Arusha, Tanzania E-mail: <a href="mailto:Anderitu@ateas.org">Anderitu@ateas.org</a> Tel: +255 757 614040 +254 722 519472	<b>3.</b> Dr James Njagu Principal Resource Mobilisation Officer/ Chef de Cabinet East African Community Secretariat P. O. Box 1096 Arusha, Tanzania Email: <a href="mailto:ijnjagu@eachq.org">ijnjagu@eachq.org</a> ; <a href="mailto:njagu@gmail.com">njagu@gmail.com</a> Tel: +254 722 528064 +255 767 528064
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<p><b>2.</b> Dr. Jonne Brucher  Advisor Trade Facilitation GIZ/EAC  (Former Business Development  Manager - EABC)  P. O. Box 1096 Arusha, Tanzania  E-mail: <a href="mailto:jonnebruecher@web.de">jonnebruecher@web.de</a>  Tel: +255 769 273709</p>	<p><b>4.</b> Ms. Olga Mcdonogh  Former Interim Country Director  ADD International  Tanzania Country Office  E-Mail: <a href="mailto:olga.mcdonogh@gmail.com">olga.mcdonogh@gmail.com</a>  Tel: +353 86 877 1856</p>
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I, the undersigned, certify that these data correctly describe me, my qualifications, and experience.

Signature:  Date: 27 June 2016