

ALBERT SOITA

CONTACTS

📍 P.O. Box 4210, Kitale,
30200

✉ albertsoita@gmail.com

☎ +254 722 777 910

PERSONAL DETAILS

Date Of Birth
1967

Nationality
Kenyan

Marital Status
Married

LANGUAGES

English

Kiswahili

Luhya

EDUCATION

MBA
University Of Nairobi
2008

BACHELOR OF ARTS
Egerton University
1992

ABOUT ME

A hardworking, skilled and results driven professional with over 27 years of successful financial management and administration in both public and private institutions. Vast experience in administration, financial reporting, budgeting as well as reviewing internal organizational processes and advise on improvement.

WORK EXPERIENCE

●	AG. BOARD SECRETARY/CEO	JAN - 2018
	<i>Trans Nzoia County Public Service Board</i>	PRESENT
●	<ul style="list-style-type: none">• Authorised officer of the Board• Accounting Officer of the Board• Secretary to the Board• Custodian of Board's Seal and records• Develop annual workplan in consultation with the Board• Review and prepare periodic management and financial reports for the Board• Communicating and implementing Board decisions	
	Achievements	
	<ul style="list-style-type: none">• Maintained a strong internal control system that ensured efficiency and accountability in Board operations• Co-ordinated the mid term and end term reviews of the Board's inaugural Strategic Plan• Co-ordinated the preparation of the Board's second generation Strategic Plan• Ensured a conducive working environment for Board members and Secretariat staff by providing adequate working tools and equipment as well as facilitating the completion of additional office and storage space	
	DIRECTOR FINANCE	JUL - 2019
	<i>Trans Nzoia County Public Service Board</i>	PRESENT
	<ul style="list-style-type: none">• Plan, organize, direct and control the accounting function and financial	

KACE - 2 Principals & 2
Subsidiaries, Nairobi School

KCE - Division II, 26 Points,
Friends School Kamusinga

CPE. Kaimosi Junior

PROFESSIONAL TRAINING

CPA (K) 2009

Registered member of the
Institute of Certified Public
Accountants of Kenya
(ICPAK), member number
9655.

Practical experience of
computers in Spreadsheets,
Ms Word, Power Point, Quick
Books Ms Great Plains and
Ms Access

SKILLS

→ A committed team player
and leader, able to motivate
and inspire others

→ Proactive, energetic,
organized individual with
excellent prioritization and
planning skills.

→ Learns fast, adapts well
and assimilates complex
information quickly and
easily

→ Strong interpersonal as
well as oral and written
communication skills

→ Ability to work under
pressure with minimum
supervision and meet set
deadlines

budgeting of the Board

- Budget preparation and monitoring.
- Review and prepare periodic financial and management reports for the Board.
- Ensure that financial records and books of accounts are maintained as per the accounting procedures and regulations
- Maintain a strong internal control system to ensure efficiency and accountability
- Ensure safe custody of Financial records and assets as well as undertaking administrative duties for the Board

Achievements

- Prudent management of Board's financial resources that enabled the Board to get an unqualified audit report during the 2019-2020 financial year, and getting qualified audit reports in other financial years

SENIOR ASSISTANT DIRECTOR, FINANCE

Trans Nzoia County Public Service Board

APR - 2016

JUN - 2019

ASSISTANT DIRECTOR, FINANCE

Trans Nzoia County Public Service Board

JUL - 2015

MAR - 2019

FINANCE DIRECTOR

International Leadership University, Nairobi

JUL - 2010

JUN - 2015

- Maintain students' fees records and ensuring timely payment of the same.
- Preparation of annual accounts
- In charge of the accounting function and financial budgeting of the University.
- Preparation of Budgets and Budget monitoring
- Review and prepare periodic financial and management reports
- Ensure that financial records and books of accounts are maintained as per the accounting procedures and regulations
- Maintain a strong internal control system to ensure efficiency and accountability

Achievements

- Facilitated timely payment of fees by advising the University Council to grant incentives (Fees discounts) to students who paid their fees on time, as well as timely generation of arrears lists and issuance of fees reminders there by reducing fees arrears by 25%

FINANCE AND ADMINISTRATION OFFICER

Kenya Institute Of Special Education, Nairobi

JUN - 2006

JUN - 2010

- Overall management of Finances of the Institute
- Interpret and administer Grants-In-Aid rules as well as other rules and procedures related to management of Institute finances
- Coordinate all procurement matters within the Institute
- Supervising and coordinating the activities of the various departments within the Institute so as to ensure that the Institute's objectives are met
- Review and prepare periodic financial and management reports
- Ensuring compliance to budgets
- Preparation of annual accounts

Achievements

- Co-ordinated the automation of the Institute's financial system thereby ensuring real time financial reporting.

FINANCE OFFICER

Kenya Institute Of Special Education, Nairobi

JAN - 1994

MAY - 2006

REFERENCES

GEOL. WILSON SIMIYU SIAMBI

P: +254 725 229 411 **E:** wilsonsiambi@yahoo.co

FORMER
CHAIRPERSON,
TRANS NZOIA
COUNTY PUBLIC
SERVICE BOARD

MR. PETER M. WAMOTO

P: +254 722 711 088 **E:** peterwamoto5@gmail.com

CHAIRPERSON,
TRANS NZOIA
COUNTY PUBLIC
SERVICE BOARD