

Curriculum Vitae

KENNEDY R. MAWOLE

Date of Birth: 24th Dec 1987 | **Gender:** Male | **Languages:** English and Swahili | **Nationality:** Tanzanian



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EDUCATION

CPA (T)

NBAA Tanzania
Dar es salaam | 2012

BACHELOR DEGREE

Accounting and Finance
Mzumbe University
Morogoro | 2008 to 2011

SECONDARY EDUCATION

Advanced Certificate of Sec. Edu.
Karatu High School
Arusha | 2006 to 2008

ACCREDITATION

NBAA (National Board of Accountants and Auditors)

IIA (Institute of Internal Auditors)

Global Academy of Finance and Management (GEFM)

PROFILE

I have ten (10) years of working experience in accounting, financial management, procurement and supply chain and grants management, with seven (7) years in senior positions. I have worked with both profit making and non-profit organizations.

I hold a Bachelor degree in Business Accounting and Finance (BAF) from Mzumbe University. I am also a CPA (T) holder with a registration number GA 3812 since May 2012.

I am competent, focused, hardworking, and fosters teams work. I can also effectively manage change and ready to learn new knowledge within a very short period. I possess outstanding data analysis skills which have been key to my decision making practices, a complete package in financial and business management. Other competencies include outstanding ability to work with numerical data, fast to cope with new environment, attentive, positive discipline towards work, initiative, creative, integrity, problem solving and outstanding leadership skill.

PROFESSIONAL EXPERIENCE

FINANCE MANAGER – WWF Tanzania

From January 2019 to date

Responsibilities:

- Supports the Country Director in the development and implementation of a Tanzania Country Office Operational Plan.
- Assists in the preparation and review of all Tanzania Country Office project proposals to be submitted for funding
- Oversee, administer, and controls approved consultancy contracts / agreements and subgrants
- Ensures that all Finance staff in Tanzania Country Office have clearly defined objectives, indicators of achievement, and quarterly/annual work plans
- Supervise and coordinate the development and implementation of policies, procedures, and systems for all financial support services in Tanzania Country Office, including accounting, financial reporting, auditing, budgeting, internal controls, and adherence to guidelines developed by WWF International and WWF Africa Regional Office.
- Responsible for the organization Financial and Tax compliance as per the set laws and regulations governing the organization
- Chairperson of Country Procurement Committee

Achievements:

- Reduced the number of audit findings from 16 findings in fiscal year 2018 to 3 findings in fiscal year 2020 (62% decrease)
- Successfully implementation of new workforce structure for the finance department.
- Coordination of self tax health checks which enhanced compliance with country laws and regulations.
- Timely coordination of internal and external audits and timely implementation of audit recommendations.
- Increased value for money in procurement of goods and services
- Improved cost recovery and increased core reserves

SKILLS	EXPERIENCE CONTINUED...
<p>AccPacc, Oracle, Quick Books and Syspro</p> <p>Advanced Microsoft Excel</p> <p>Accounting standards: IFRS, SWISS GAAP FER & IPSAS</p> <p>Trial balance cleansing</p> <p>Accounting packages migration</p>	<p>FINANCIAL ANALYST – WWF Tanzania September 2014 to December 2018</p> <p>FINANCE OFFICER – WWF Tanzania September 2011 to March 2014</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Preparation of monthly, quarterly, semi-annually and annually financial reports and timely submission of the same to Head of projects, Donors and WWF International-Switzerland • Monthly review of the Trial balances to ensure accuracy and correct project-award combinations • Monthly analysis and review of aging reports to ensure no long outstanding balances. • Support preparation of the annual work plans and budgets including revisions and forecasts • Provide regular support to program sites through visits and internal control system reviews (ICS review) • Monthly provision of trend analysis on various issues both financial and non-financial for management use (including document processing time, vehicle fuel consumption and costs per workshops) • Manage program expenditure by ensuring that all program activities are fully funded and expended accordingly • Conduct monthly program financial reviews and reporting (budgets vs. expenditure) • Liaise with project technical staff and head of finance on budgetary/cash flows and disbursements from the donor and to the program field offices • Ensure that accounting transactions are entered in the financial system accurately and in a timely manner • Ensure all procurements are done in accordance to Field Operations Manual (FOM) and donor requirements • Review of payments entered into the WWF TCO online bank system to ensure accuracy, compliance and completeness • Designing of excel based templates to automate financial reports and accounts reconciliations • Preparation of TCO core budget/forecast and consolidation of program • Review employees expense(Retirements) reports, expense claims and travel advances both from the field offices and at main office • Preparation of aging analysis reports, follow up with debtors and clearing of old balances • Reviewing financial reports from sub grantees and make follow up of all the expenditures and advances given • Posting transactions into the system and passing corrective entries to adjust, update and correct balances • Quarterly Preparation of donor reports • Performing some other duties occasionally like payment to suppliers
AWARDS	
<p>Best candidate in International Finance (P16) – NBAA – November 2011 (Awards from DSE, TIB, SBC Tanzania and IPP Group of companies)</p> <p>Best student in academic performance – Karatu High School – EGM – 2008</p>	
<p>Best student in academic performance- Vunjo Secondary School – 2005</p>	<p>Achievements:</p> <ul style="list-style-type: none"> • Development of automated excel templates for recurring tasks, statutory and customized financial reports • Improved quality and timely financial reporting to different stakeholders • Proper budget monitoring and consistency in follow up on varies analysis reports

REFERENCES

Mrs Sakina Joshi, Finance
Officer, Field Support Services
Project - Tanzania (FSSP-TZ),
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Email: sakina.joshi@fssptz.org
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Mr. Lucason Maiga
Operations Manager, World
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Mr. Nassor Ali Suwed,
Chief Finance Officer,
Azam Diary Products Ltd.
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+255 782 088 417

EXPERIENCE CONTINUED...

Senior Finance Officer – Grumeti Reserves Ltd

April 2014 to September 2014

Responsibilities:

- Supervision of finance officers on day to day and monthly activities
- Review of weekly to-do-lists from finance officers and make evaluation on previous week accomplishments
- Timely Preparation and submission of monthly management reports to Head of Departments and Singita Holding Co. South Africa
- Management of all financial matters relating to Grumeti Air Ltd
- Thorough Review of payments to suppliers to ensure there is proper documentations and timely fund disbursement basing on credit terms
- Preparation and review of monthly balance sheet accounts reconciliations
- Review of payroll to ensure accuracy and timely disbursement of salaries
- Review of fixed asset register on monthly basis
- Review and approval of salary advance payments from Arusha office
- Daily monitoring and follow up on supplier invoices postings both in Arusha and main office to ensure all invoices are recorded within 48 hours after being received
- Daily monitoring of overall company's cash position in each bank account and make the necessary transfers
- Close follow up to ensure all statutory payments are made within the deadlines (PAYE, Pensions, SDL and Withholding taxes)
- Monthly review of VAT returns to ensure accuracy and timely submission
- Conduct site supervision and support on monthly stock take exercise and uploading the count sheets into the system (Syspro)

Achievements:

- Uncover an error on VAT calculation for previous years and conducted voluntary revelation to TRA have it rectified and cleared.
- Proposed improvements a new system in transactions should be posted into staff accounts from different cost centers which improved efficiency and accuracy.

Other assignments

Sunrise Pre & Primary School and Ministry of Finance and Economic Affairs (MoFEA)

Accountant [July 2010 – Oct 2010; April 2009 – October 2009; March 2008 – Sept 2008]

- Accountant (Internship): November 2010 – February 2011
- Supervising Accounts department
- Posting receipts into students' accounts
- Categorizing daily expenses into different groups of expenses
- Maintenance of the proper books of accounts
- Preparation of a weekly Bank Reconciliation statement
- Preparation of payroll (Monthly)
- Preparation of quarterly, semi-annual and annual financial reports
- Preparation of payment for statutory deductions on monthly basis
- Entering payments into the vote book
- Attaching supporting documents to the payment vouchers
- Preparation of Payment vouchers

DECLARATION

I, Kenedy R. Mawole, declare that the information provided herein is absolutely true to the best of my knowledge

Signature ... 

Date: 23rd December 2020