

LABAN NYIRENDA'S CV

Profile Summary

I am a highly experienced Chartered Accountant (ACMA), An Associate of The Chartered Institute of Management Accountants (CIMA), I have over 20 years' experience with about five years in the private sector while the rest has been acquired in the INGO sector having worked for ActionAid International Malawi, Sightsavers International Malawi, Save the Children International, and now Marie Stopes International Malawi(Banja La Mtsogolo).

I am results oriented professional, with a strong accounting and administration background having launched my career in the private sector with British American Tobacco. I am very skilled, self-motivated, energetic and a team player. I have the ability to listen and identify issues and problem areas and form innovative solutions and I pay attention to detail. Have great communication and negotiation skills and flexible. I have vast experience in managing programmes funded by major donors such DFID, EU, USAID, World Bank, UNICEF, UNFPA, UNDP, etc. and other private institutions.

Education

- (i) Accounting Technician Diploma (PAEC), Malawi College of Accountancy, Malawi, 1999.
- (ii) Certified Public Accountant (CPA- Malawi), Malawi Accountants Board (MAB), Malawi, 2007.
- (iii) CIMA – Chartered Accountant, Malawi College of Accountancy, Malawi, 2010.

Professional Experience

**Dec 2020
to date**

Christian Aid

Head of Finance

I am responsible for providing leadership to the growing finance portfolio with diverse contracts and donor demands (DFID, Global Funds and European Union) ensuring that the country programme delivers timely, reliable, accurate and high-quality accounting and financial management. I manage the finance function, lead and set professional financial standards while being responsible for effective financial management including the preparation of financial plans, the preparation of financial reports, managing the financial aspects of donor-funded programmes, commercial contracts and appeal funding, supporting and building the financial capacity of Christian Aid staff in the same country or region and facilitating external, internal and donor audits. I also support and supervise partner financial capacity and compliance function.

Key achievements:

- Managed to resolve internal audit outstanding action points dating back to 2018 within two months of my probation period.
-

April 2019
to date

Banja La Mtsogolo (Marie Stopes)

Grants and Compliance Manager/Acting Financial Controller

I am responsible for day-to-day management of the finance and grants unit which include budgeting, accounting and donor financial reporting activities. Also working collaboratively to ensure compliance with BLM internal policies and procedures as well as donor regulations. I line manage project accountants and a financial accountant.

Key achievements:

- Improved the efficiency of the finance and compliance function by restructuring them ensuring that roles are properly allocated to the right staff.
- Made improvements in stock management as a key component of the business through supply chain process re-alignment.

My Key responsibilities include:

Grants and Compliance Manager

- Ensure compliance to donor financial regulations as provided for in the contracts, sub agreements and memorandum of understanding in line with BLM's Financial Policies and Procedures and generally acceptable accounting practice
- Review supporting receipts and other documents attached to transactions to ensure compliance with contractual provisions.
- Identify and recommend opportunities to reduce costs, improve quality and efficiency in all operations.
- Perform pre-award and post award assessment of sub grants where necessary
- Review and prepare monthly, quarterly and annual project financial reports for donors, Senior Management Team and the International Office ensuring timely submission. (USAID, DFID, UNFPA, NORAD and W. Foundation.
- Preparation of the Country Office's annual budgets and forecasts and continuous monitoring of the same through analysis of financial performance of various projects that make up the Malawi Programme.
- Manage internal and external audits for the Malawi Country Office.

Acting Financial Controller

- Manage the Finance Team ensuring performance and results by motivating them and setting performance targets for his/her direct reports.
 - Produces the Monthly Reporting Pack (MRP) with its related comments before the due date
-

- Maintain the highest standards of internal controls to safeguard BLM assets and documents
- Review and authorize all payments and advances, making sure that all requests have adequate supporting documentation, codes, approvals and adhere to BLM financial policy
- Review and sign off on monthly balance sheet reconciliations in respect of banks accounts trade debtors, staff debtors, prepayments, stocks, fixed assets, creditors, accruals, provisions, deferred income, deferred capital grant and Reserves
- Manage the preparation of payroll, making sure that changes in the payroll are adequately supported and making sure that payroll costs are properly allocated and charged to relevant projects and cost centers
- Prepare a monthly reconciliation of income and expenditure which agree with the ledger listing
- Ensure that all statutory deductions such as PAYE, WHT and TEVET Levy are made and paid before the due date

**August 2016 to
Dec 2018**

Save The Children International

Finance & Administration Specialist – The ASPIRE Project

- Provided oversight on program finances and other operational and administrative duties for the ASPIRE program. Provide financial and technical management advice to the COP on the best use of program resources.
 - Supervised grant management, monitoring of sub-grant budgets, and preparation of sound program budgets, monitoring of project expenses, and ensuring timely and accurate preparation of donor financial reports.
 - Redesigned Sub-awards operations in terms of governance structure, roles and responsibilities and general operations to ensure the project delivered its objectives as planned.
 - Provided oversight on all administrative functions and ensuring strong systems are in place and utilized.
 - Ensured the Project's implementation modalities are compliant with USAID regulations while also meeting program needs and technical requirements.
 - Managed to conduct external audits for all sub-awardees as required by A-133 Circular (USAID).
-

- Supervised and performed on the job training of the finance and admin staff (Three office Assistants, Four Finance and Grants Officers).

**June 2015 to
August 2016**

Save The Children International

Grants and Accounting Coordinator

- Provided strategic direction, supervision and day to day management of the f
- Managed a portfolio of about \$30 Million projects funded by major donors, including DFID, ADB, UNICEF, UNDP and CIFF.
- Managed five sub-awardees FAWEMA, CRECCOM, Blantyre Synod, Livingstonia Synod and Archdiocese of Lilongwe.
- Supervised and performed on the job training of the finance and admin staff and staff in the sub-awardees.

**January 2014 to
May 2015**

Sightsavers International Malawi

Finance and Support Services Manager

- Provided strategic direction, supervision and day to day management of the finance and support services (administration) function of the organization.
- Strengthened the organization in the areas of compliance with laws and regulations like taxation, pensions and tevet acts and International Financial Reporting Standards (IFRS)
- Strengthened internal controls around segregation of duties through a computerized accounting system (SUN Systems).
- Served as a Finance Manager for a regional EU funded project on Human Resource Development for Eye Doctors, which was implemented in Malawi, Zimbabwe, Mozambique and Kenya.
- Providing oversight in the development and implementation of HR policies and implementation of new developments in HR.
- Preparation of the Country Office's annual budgets and forecasts and continuous monitoring of the same through analysis of financial performance of various projects which made up the program.
- Supervised and performed on the job training of the finance and admin staff.

**February 2012 to
December 2013**

ActionAid International Malawi

Finance Manager

- Provided direction, supervision and day to day management of the finance function of the organization, ensuring that financial information is provided in a timely manner and shared with management to inform their decisions.
- Introduced systems that complied with International Financial Reporting Standards.
- Reviewed and consolidated Development areas and units' budgets into a Country Programme budget and uploading onto Sun Accounting Systems.
- Supervised and performed on the job training of the finance and admin staff.

**Dec 2005 to
Jan 2012**

ActionAid International Malawi

Projects Accountant

- Pioneered the implementation of donor funded projects from proposal budget development, implementation and donor financial reporting
- Built up systems of sub-awarding in the organization and including accounting systems for local NGOs, Community Based Organizations and government institutions.
- Managed projects funded by DFID, National Aids Commission, Irish Aid, Roger Federer Foundation etc
- Managed Finance and Administration including logistics for donor funded Projects
- Monitored implementation and reporting to donors on finances
- Managed audits for all donor funded projects.

**July 2005 to
November 2005**

Stuttafords International Removals

Country Accountant

- Managed debtors and creditors for the organization by re-capturing data lost after system failure for 7 months and produced accounts
 - Introduced the use of servers and offsite data backup system
 - Provided direction, supervision and day to day management of the finance function of the organization, ensuring that financial information is provided in a timely manner and shared with management to inform their decisions.
 - Advised the Senior Management Team (SMT) of Stuttafords Head Office in Zimbabwe on all finance and administration matters of the organization including monthly management accounts.
-

**September 2001 to
October 2005**

British American Tobacco Malawi

Assistant Management Accountant

- Produced Management Accounts monthly for internal management decision making
- Managed stock costing and reconciliation
- Managed debtors accounts and creditors (local and Foreign)
- Supervised finance staff
- Managed statutory obligations (Withholding tax, Paye, Import Duty, Excise Duty, sales Tax and Pensions)
- Managed Payroll processing
- Supported the preparation of company plan
- Trained in records management and re-organized the filing in the organization

Trainings Workshops

- Financial Management Training for USAID Partners in May 2017
- UNICEF IP HACT Training in Blantyre – July 2016
- Understanding & transitioning to the new USAID and CDC Financial and Compliance Rules and Regulations course - February 2015 provided by Sustainability Solutions
- Financial Applications in Excel in Lilongwe- Financial Training Institute (FTI) of South Africa
- Fundraising and Partnership Development Training in Mangochi in October 2006
- Hyperion Financial Management Training in Nairobi- on the job training in October 2004
- Presentation skills in Blantyre facilitated by Frontline Training Associates in August 2004
- Effective Supervisory skills-on the job training at British American Tobacco (BAT) facilitated by Impact Management Consultants-August 2003
- Time Management skills-on the job training at British American Tobacco facilitated by Impact Management Consultants-February 2003
- Records Management workshop held in Cape Town – on the job training in October 2001

Referees

1. Name Emily Maosa
Relationship Supervisor
Position Deputy Chief of Party
Organization Save the Children International, Box 30374, Lilongwe 3.
E-mail emilymaosa@yahoo.co.uk

 2. Name Mr Wiseman Msimuko
Position Senior Finance and Administration Manager
Organization RTI, P.O. Box 31778, LILONGWE 3, MALAWI
E-mail wiseman.msimuko@gmail.com

 3. Name Maggie Chagunda
Position Director of Finance
-

Organization I-TECH , Box 30369, Lilongwe 3
E-mail mchagunda@hotmail.com