

RACHEL LIOMBA

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Professional Summary

Flexible Accountant who adapts seamlessly to constantly evolving accounting processes and technology. Adept at budget forecasting, collecting vital information for audits and financial reporting.

Core Attributes and Skills

- Extremely dedicated and thorough worker
- Well-versed in audit process
- Strong computer skills (Excel, word & power point)
- Excellent communication skills
- Very proficient team player
- Results driven
- Ability to work under pressure, independently with minimum supervision

Experience

November 2015 to date: SMEC International – Regional Accountant

My role is to oversee all accounting, reporting and compliance activities within Southern Africa region (Mozambique, Botswana, Zambia, Swaziland, Lesotho, and Mozambique).

Some of the duties include:

- Documenting transactions by entering account information to the accounting systems.
- Preparation of monthly management accounts.
- Preparation of budgets, cost analysis, monthly & quarterly cash projections.
- Preparation of petty cash/bank and tax reconciliations.
- Maintaining effective accounting controls by preparing and recommending the suitable policies and procedures.
- Storing originating documents securely and carrying out regular database backups.
- Maintaining financial security by following internal controls.
- Managing and supervising accounting staff.
- Prepare payments by verifying documentation and requesting for disbursements.
- Preparation of payroll.
- Ensuring compliance with legal and tax requirements by studying existing and new tax legislation.
- Monitoring cash balance in the company bank statements.
- Managing of debtors and debt collection.
- Providing support to the country Accountants and non-accounting staff as needed.
- Collaborating with team members to achieve target results.

February 2014 – November 2015: KPMG Zambia-Lusaka, Audit Associate

The main role of the position was to assist in performing financial statement audits for large companies. I also performed financial statements audit and reviews for smaller companies in particular clients. Some of the duties include:

- Responsible for audits of smaller companies and NGOs.
- Often made part of a team that would do audits for the largest clients the firm had.
- Responsible for scheduling all small business audits and getting audit files started.
- Often acted as the liaison between the client and the firm.
- Often acted as part of the team that did the final presentation to audit clients.
- Acted with integrity, honesty, due diligence, and professional skepticism when carrying out audits.
- Prepared working papers, reports and supporting documentation for audit findings.
- Performed auditing work in accordance with rigorous auditing standards and principles.
- Analyzed trends in financial data to investigate fluctuations.
- Followed up to assess and report corrective action completion or progress.

January-April 2013: Deloitte & Touché Zambia-Lusaka, Audit Assistant

- Assisted in creating new audit files and confirming audit appointments with clients.
- Often asked to be part of the team that performed audits on the firm's oldest customers.
- Often asked to run important documents back and forth between the client's location and the firm's office.

Education

2014 to date ACCA (professional level- remaining with two papers)

2013 Copperbelt University, Kitwe, Bachelor of Accounting-Merit

2006 St Joseph High School- Grade 12 Certificate

Referees

Mrs. Meekness Chiluba,
Human Resource officer,
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