

EDUCATION

BACHELOR DEGREE, BUSINESS ADMINISTRATION - ACCOUNTING

ST. AUGUSTINE UNIVERSITY OF
TANZANIA
2011–2014

CERTIFICATE - LOGISTICS AND SUPPLY MANAGEMENT

ST. AUGUSTINE UNIVERSITY OF
TANZANIA
2010–2011

ADVANCED CERTIFICATE OF SECONDARY EDUCATION

MINAKI HIGH SCHOOL.
2008–2010

CERTIFICATE OF SECONDARY EDUCATION

ANNE MARIE SECONDARY SCHOOL
2004–2007

SKILLS

- Analytical & problem-solving skills
- Planning & Decision making
- Financial management & reporting analysis
- General Accepted Accounting Principles (GAAPs)
- Grant & Donor fund management skills
- International Financial Reporting Standards (IFRSs)
- International Public Sector Accounting Standards (IPSAS)
- Budget Analysis
- Statutory reporting
- MS Office Suite
- Organization & Attention to detail
- Strong communication skills
- Superior time management skills
- Teamwork skills
- Quickbooks Online
- Quickbooks Enterprise & desktop
- Tally Accounting

ACHIEVEMENTS

Managed to facilitate and attain the Charitable status Certification from Tanzania Revenue Authority 2021 - 2025.

Improved Financial reporting from 20% usage of Quickbooks to 100% reporting.

SUMMARY

A fluent, focused, and proficient accountant who is experienced in providing consistent services in the accounting and financial areas of an organization or business. I hold a strong background in non profitability organizations and I am able to identify trends affecting financial performance and put in place tools that are effective and improve financial performance instantly. As an Accountant, I have considerable experience in financial reporting, budgeting, reconciliation, revenue-cost analysis, and accounting systems. Aside from technical abilities, my professional elegance and excellent communication skills allow me to clearly communicate financial information to clients and management in the professional way required.

PROFESSIONAL EXPERIENCE

PROJECT ACCOUNTANT

Project Zawadi Incorporated | Arusha, Tanzania | 04/2021 to PRESENT

- To support the development and updating of financial policies, procedures and standards, including keeping abreast of new financial and tax laws in accordance to legal requirements and the best financial practices, and ensure that all staff are well informed in their use.
- Ensure that all financial transactions (including grant disbursement) and data are correctly implemented according to policies and procedures.
- Ensure that all financial documents are accurately supported, approved and coded, and that all cheque books, cheque list, petty cash, LPOs are maintained correctly
- Ensure that staff payroll administration is verified for accuracy, properly processed and that all statutory payments such as PAYE,SDL,WCF,NSSF, Withholding Taxes and pension are made on a timely basis.
- Manage banking accounts and balances effectively and efficiently, including undertaking monthly bank reconciliations, foreign exchange management and cash flow management in a timely manner.
- Support management of donor funding and disbursements; and ensure acknowledgment of receipts and financial reporting is accurate, professional and timely.
- Contribute to annual/quarterly budget development and reporting for Project Tanzania programmes;
- Review financial statements and reports of partners as required; provide financial advice/training as needed.
- Ensure that Project Zawadi Tanzania is compliant with all legal requirements regarding taxation, returns, fees and other financial statutory requirements.
- Prepare monthly expenditure in relation to budget reports and inform management on a timely basis.
- Prepare high quality financial reports including professional annual financial statements in a timely basis.
- Ensure that the Fixed Asset Register for all PZT equipment is developed and maintained;
- Ensuring that cash flow on the PZT is maintained.
- Provide required training and assistance to Project Staff on the use of Account software and financial policies;
- Ensure that financial transactions are posted in a timely, day-to-day basis, ensuring accurate and detailed description given to all items being posted to provide for accurate budget control;

As part of management team, successfully completed Customer Relationship management project one month ahead of schedule and under 25% budget.

Implemented new employee training program that dramatically increased 40% productivity and morale in key business unit.

As an accountant at AKO Group Ltd, I created a new purchasing, receivables and payables system. Purchase order time was reduced from 3 weeks to 2 weeks, while staff productivity increased by 50% and company saved over 30% in annual overpayments.

CERTIFICATE

Certificate for International Public Sector Accounting Standards (IPSASs),
AUDITAX International - 2022

REFERENCE

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ACCOUNTANT

Orkeeswa Schools Organization | Arusha, Tanzania | 10/2017 to 03/2021

- Accurately and promptly processing documentation for proper payment and authorization as per financial policy requirements.
- Analyzing financial data and preparing financial statements and accounting information and reports for senior managers and directors and proposing recommendations for the decision-making.
- Update and maintain usage records and invoice clients accordingly.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Dealing with any financial irregularities as they arise and making sure they are solved and advising management on such issues.
- Detecting and preventing financial fraud as per organizational financial policy and procedures and raising an alert if detected.
- Assisted in evaluating the design and operating efficacy of internal controls over financial reporting.
- Liaising with internal and external auditors as required for auditing and responding to auditing queries and recommendations.
- Maintains financial security by following internal controls in place and confidentiality of the information.

ACCOUNTANT

AKO GROUP LTD, SAFETY SOLUTION DIVISION | Mwanza, Tanzania |
06/2016 to 10/2017

- Examining bank statements and reconciling them with general ledger entries every month for proper reconciliation of the accounts.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Prepare annual budget; schedule expenditures; analyze variances; initiate corrective actions.
- Prepares asset, liability, and capital account entries by compiling and analyzing accounting information.
- Accurately coded and processed all vendor invoices and matched invoices to POs and receiving documents .
- Ensured accurate data entry of accounts payable and timely processing of accounts payable checks reducing error rate by 30% .
- Received and reviewed purchase orders, and check requests in compliance with financial policies, procedures, and contractual requirements .
- Reconciled expense reports and coded expenses to the proper general ledger (GL) code in compliance with the company travel policy.
- Manage stock levels and make key decisions about stock controls and stock management and keeping storage costs minimal.
- Provide training to improve the knowledge base of the staff and utilize cross-training methods to maintain productivity when employees are absent.

ASSISTANT ACCOUNTANT

Lake Victoria Environmental Management Project (LVEMP II) | Mwanza, Tanzania | 07/2014 to 06/2016

- Ensuring all payments have well-supported documents as per donor requirements for payment to proceed.
- Monitoring of monthly financial performance in relation to budgets and forecasts and committed funds.
- Preparation and analyzing of budget for different activities within the project and cash forecasting.
- Document financial transactions by entering account information
- Monitoring of monthly financial performance in relation to budgets and forecasts and committed funds.