

MARK A KIHULA

ACCOUNTANT



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Dar es Salaam
Tanzania

DOB 1984

An experienced financial and operational management professional with more than 14 years proven experience in the finance dep, at various role, leading financial reporting, compliance and budgeting processes. An effective communicator with the ability to work independently in any working environment. A team player with high levels of integrity and an extensive knowledge of accounting software/systems.

EXPERIENCE

SENIOR ACCOUNTANT | SEP 2021 - NOW Kisiwa Farming Limited

Duties:

- Review and report monthly accounts to Management
- Partnering with head of sections on monthly basis in ensuring full year company targets are met.
- Monthly/Yearly Budget/Forecast process lead.
- Data/Information gathering on day-to-day operation and communicate the same to senior management.
- Analyze financial results, forecast and projections shared by operation team, follow up and ensure any adverse expectation is communicated on time.
- Financial management for All business unit's division i.e., Working capital, Cash flow forecasting and key contact for all finance relates issues.
- Management packs preparation and presentation on quarterly basis.
- Ensure monthly & yearly management and financial accounts are prepared based on IFRS and adherence to accounting concepts.
- Ensure all internal and external audits are being conducted on time, actions done timely.
- Ensure all Ad hoc reports/presentations required are shared timely.

ACADEMICS

2008

Advanced Diploma in Accountancy
Institute of Finance Management

2005

Advanced Certificate of Secondary Education
Azania High School

SKILLS



Financial Reporting



Taxation



Budgeting



Payroll Management



Management Reporting



Auditing



Inventory Management

EXPERIENCE

SENIOR ACCOUNTING AND ADMINISTRATIVE OFFICER | FEB 2020 – AUG 2021

Kisigo Tea Company Limited

Duties:

- Responsible for internal and external audits, cost control supervision and mentorship of the finance team.
- Managed, and monitored company annual budgets, financial reports to BOD, and projection of funding needs.
- Developed and implemented accounting and reporting systems for company expenditures
- Provided financial administration including the processing of approvals for procurements, consultant agreements, and vendor invoices.
- Ensure that company operations are in compliance with policies and procedures

FINANCE COORDINATOR | OCT 2017 – JAN 2020

Plan International Tanzania (*Ifakara Program Unit*)

Duties:

- Ensured compliance and internal controls are adhered to in the procurement and payment process.
- Enhanced the financial capabilities of the Ifakara Program Unit Finance team and communities to effectively manage budgets.
- Responsible for cash and budget management, financial reporting, internal financial controls enhancement and field support visit.
- Developed and maintained a database of records to ensure smooth transaction for all financial processes.

Achievements

- Acted as finance head for five projects under five different donors namely; Youth Economic Empowerment-European Union, Ending Child Marriage under NORAD, Ending worst forms of child marriage – BMZ, Mobile Health Clinic –JICA, Tusome Pamoja (in joint partnership with RTI International)-USAID.

PROJECT ACCOUNTANT | JAN 2017 – SEPT 2017

Plan International Tanzania (*Ending Child Marriage Project & Ending Worst forms of Child Labour*)

Duties:

- Prepared, analyzed and made recommendations on program budget performance, mainly expenditure vs deliverables.
- Monitored program contracts with consultants and partners, and following up on service deliverables
- Prepared annual audit of program partners, follow up on management letter issues for implementation of corrective action.
- Liaised and reported on program finance compliance requirements and on corrective action where required.
- Coordinated the development of annual budgets for each program objective and sub-grantees and ensured budgets are in line with planned activities and objectives of the program.
- Coordinated regular program team financial reviews based on work plans and expenditures

FIELD ACCOUNTANT | MAR 2016 – 2017

USAID The Feed the Future Tanzania Land Tenure Assistance Activity under DAI GLOBAL LLC Contractor

Duties:

- Assuring adherence to financial policies during field activities, project policies and procedures, regulations, controls, and reporting systems.
- Provided accounting and financial analysis support to the project office and ensure submission of financial reports
- Responsible for recording costs and day to day general accounting, accounts receivable/payable, payroll, risk management, managing partner relationships
- Assuring all backup documentation is audit ready and troubleshooting accounting issues.

EXPERIENCE

FINANCE OFFICER | 2014 – FEB 2016 Unilever Tea Tanzania limited

Duties:

- Challenged the business agenda by providing financial support, implementing financial & operational controls guidance, and provide business partnering to operations
- Provided leadership and accountability in financial reporting and forecasting.
- Implemented business operations and financial controls
- Responsible for risk assessment and reporting
- Managed treasury and tax operations, capex control and fixed assets.

PROJECT ACCOUNTANT | 2012 – 2014

USAID-ACDI/VOCA Feed the Future's NAFKA Project (UWAWAKUDA IRRIGATION PROJECT)

Duties:

- Prepared monthly bank reconciliation and ensured outstanding amounts are followed upon appropriately.
- Led the preparation and timely submission of all financial reports assigned for review on monthly, quarterly and year end for program activities
- Updated the office inventory and equipment's list to ensure appropriate allocation
- Processed the period-end closings, maintenance of ledger accounts, and verification of transactions.
- Implemented accounting systems and ensure compliance to key reporting metrics as identified by donor.

ACCOUNTANT | 2008 – 2012

MCL Ltd

Duties:

- Contribute to approve quarterly budgets for partners.
- Preparation of disbursements to partners as per approved quarterly plans.
- Follow up on system of accounts /balance of partners.
- Make follow up on balances of partners are correct according to financial reports.
- Advise partners on bookkeeping and financial management.

ACHIEVEMENTS

- Successfully managed startups for USAID funded projects both under ACDI VOCA and DAI Global LLC
- Managed to set up mobile wallet for payment of workers, training participants and workshop attendees while at Unilever Tea Tanzania for faster and smoother disbursements of funds
- Successfully create a tracker for staff advances and subgrantees advances to control the retirement of those advances on timely manner.
- Successfully trained and installed accounting and inventory management system to the Association of Mbeya High Quality Rice Producers Co. Ltd (AMBERICO), which was a grantee of the NAFKA Project in Chimala Mbeya.
- Assisted in installation and training of UWAWAKUDA LTD on Computerized Accounting System(TALLY).

CAPACITY BUILDING

- Training on Development Alternative Inc. Field Accounting System (DAI-FAS) **by Development Alternative Inc. Global FAS Trainer and Support Specialist Team**
- 7 Habits of Highly Effective People Training **by Franklin Covey**
- Attained certificate for ethical training **by DAI Global LLC**

REFEREES AVAILABLE UPON REQUEST