

JOHN MUNYUIRA MIGICHI

+254 (0)115475823 | jmigichi@gmail.com

FINANCE MANAGEMENT

FINANCIAL ACCOUNTING~ FINANCIAL CONTROL AND ANALYSIS~ OPERATIONS MANAGEMENT

Driving profitable growth through strengthening financial control, accounting Operations& reporting processes.

Enterprising and articulate Finance Management professional possessing over 10 years impressive track record of streamlining financial operations and creating efficient reporting systems while seemingly directing all accounting functions. Demonstrated success in budgeting/cashflow management in very tight financial environments and in implementing systems, strong financial controls and management information. Reputation for providing value added analysis to enable proactive decision making, developing high performance teams, establishing key business metrics. Demonstrated success in collaborating with cross-functional areas to drive process improvements, efficiencies, improved reporting and best practices. Bringing forth a proven track record of successfully streamlining finance operations towards company goals.

CORE COMPETENCIES

Finance and Accounting Operations | Strategic Planning | Financial Reporting and Analysis | Asset Management | Forecasting and Projections | Growth & Expansion Strategies | Financial Reporting and P&L Accountability | Strategic Partnership | Budget Development and Administration | Systems and Process Oversight | Business Process Improvements | Profitability & Cost Analysis

SELECTED MAJOR ACHIEVEMENTS

- ✓ Identified redundancies in reporting process, analyzed their effectiveness to identifying errors and eliminated ineffective redundancies.
- ✓ Developed new and complex spreadsheets to help produce the monthly management accounts much quicker, reducing the production time from five days to two.
- ✓ Built lasting relationships with all my clients and ensured there were systems and resources in place to deal with any of their queries in less than 24-hours.
- ✓ Proposed and implemented a new accounting system, which increased efficiency in handling accounting controls..
- ✓ Reconciled a complex financial statement within 5 hours, which had been stuck in limbo for six months.
- ✓ Reduced paperwork by 50% by converting all accounting procedures to an electronic form.
- ✓ Developed new and complex spreadsheets to help produce the monthly management accounts much quicker, reducing the production time.
- ✓ Streamlined balance specification report to ensure timely reconciliation of accounts.
- ✓ Developed accurate management accounts which provided key performance variances and expenditure gaps for timely management remedial actions.
- ✓ Introduced inventory and stock internal controls
- ✓ Improved the turnaround time for financial & regulatory reports through design of working capital and profit templates while leveraging on existing reporting Tools.

CAREER HIGHLIGHTS

Senior Accountant | St.Paul's University|Jan 2024 to Date

Key Contributions & Results:

- Perform variance analyses and prepare account reconciliations
- Prepare financial reports
- Perform account reconciliations
- Maintain the general ledger, prepare tax returns, assist with audit preparations, and perform other accounting duties as assigned
- Manage accounting tasks
- Manage and analyze budget and create financial forecasts
- Analyze complex financial reports and records
- Prepare balance sheets and write profit and loss statements
- Create and present detailed reports for upper management
- Review journal entries of junior accountants to ensure accuracy
- Performing other accounting duties and supporting junior staff as required or assigned.

Accountant Payables | St.Paul's University|March 2019 to Dec 2023

Key Contributions & Results:

- Processed staff payroll, wages, incentives and allowances and ensured deductions were remitted to the relevant bodies (NHIF, PAYE, VAT, HELB etc).
- Collated financial estimates and monitored monthly payroll to ensure accuracy of calculations and met deadlines.
- Prepared payment voucher against supplier invoices entered in the creditor's ledger process.
- Processed supplier payments and reconciling creditor's accounts on a monthly basis.
- **Maintained** and updating supplier information and dealing with supplier queries regarding payments.
- Prepare suppliers aging account
- Supervising and coordinating staff matters and providing positive leadership and setting of targets.
- Implementing debt management policy and liaising with banks regarding fees collection accounts and bank reconciliation.
- Documenting and maintaining complete and accurate supporting information for all financial transactions.
- Developing and implementing an updated filing system and record keeping of financial information.
- Coordinating preparation of appropriation in aid schedule for quarterly performance reports.
- Assist in an efficient financial audit preparation and coordinating the entire audit process to the end.

Accountant General Ledgers | St Paul's University |April 2016 to Feb 2019

Key Contributions & Results:

- Reviewing and interpreting accounting and financial management policy to ensure compliance.
- Developing and implementing an updated filing system and record keeping of financial information
- Formulating costing and revenue policies and systems that ensure the accounting of all costs incurred and revenue collected.
- Reconciled accounts to ensure accuracy in reporting.

- Maintained accurate and current accounting sub-ledger which accurately reflected the University transactional reality through the timely posting of all required items.
- Performing reconciliation of cash and Bank accounts. Responsible for analyzing and reviewing ledger.
- Provided General Ledger support and analysis inclusive of period-end financial close responsibilities.
- Guiding A/P, A/R, Payroll, and Billing Clerk with the accounting treatment of transactions.
- Prepare daily journal entries of University payments to vendors and track expenditures.
- Assisted Senior Accountant with compiling SOX documentation and verification of completeness of compliance efforts.

Accountant Assistant Receivables | St Paul's University | January 2014 - April 2016

Key Contributions & Results:

- Post incoming payments onto the ledger including cash, cheques and credit card transactions
- Complete accurate date reporting including total outstanding debt per account, overall debtor balance and debtor days ensuring all debt reporting remains in line with company KPIs.
- Generate and send accurate invoices to customers account.
- Managing cash flow, overseeing the treasury function and adopting best practices in finance department.
- Effectively manage customer account queries and complaints through resolution
- Credit control including chasing payments via telephone, email and letter and generating payment plans as per company debt collection procedure
- Prepare receivables aging account
- Documenting and maintaining complete and accurate supporting information for all financial transactions.
- Maintained filing systems for all financial and accounting records in accordance with guidelines and verified the completeness of the documentation on the files by maintaining both hard and soft copies to support all financial transactions.

Direct Sales Representative|National Bank of Kenya|March 2011 - March 2012

Key Contributions & Results:

- Established relationships with new clients and strengthen bonds with existing ones.
- Scheduled and performed demonstrations on company's product.
- Attended to inbound calls and provide customers with accurate, relevant and useful information on our products and service.
- Executed outbound calls for provision of customer feedback and telemarketing
- Developed and implemented new administrative systems, such as record management.
- Maintained and monitored client information and transactional record through a filing system that was updated allowing for timely processing and delivery of client requests.

Accountant & Assistant Warehouse Manager|Kirindo Tea Packers|January 2009 - January 2010

Key Contributions & Results:

- Prepared monthly inventory & transport costing, income statement, cash flow statement and balance sheet.
- Maintained, recommended and prepared accounting controls and procedures to ensure financial security.
- Analyzed financial data and summarize financial status.
- Allocated, posted and reconciled accounts payable and receivable.

- Managed petty cash register, cash deposit, withdrawal and reconciliation.
- Processed invoices and matched them with requisitions, quotations, LPOs, delivery note and goods received notes.
- Conducted inventories evaluation to determine acceptability to purchase acceptance standard set by the company.
- Developed the product quality to improve the company strategically.

OTHER PROFESSIONAL ROLES HELD

- Accountant-Internship |Kenya Civil Aviation Authority.

EDUCATION & CREDENTIALS

- ✓ Master of Business Administration (Finance & Accounting) |Kenyatta University| 2018- 2021.
- ✓ Certified Public Accountant - K (CPA-K).
- ✓ Bachelor in Business Administration | Methodist University| 2011- 2014.
- ✓ Kenya Certificate of Secondary Education | Kanunga High School.

MEMBERSHIP TO PROFESSIONAL BODIES

Member - Institute of Certified Public Accountants (ICPAK).

REFERENCES

Mr.Joel Kimutai Cherotuk

Accountant, KenGen

Tel: +254 (0)716601350; Email: cherotukim@gmail.com

Mr. Justus Burugu Githaiga

Accountant, Kenya **School of Law**

Tel: +254 (0)723 347 264; Email:burugu2014@gmail.com/princejusto@gmail.com

Mr. Moses Wanje Masha

Accountant,Imarika Sacco

Tel: +254 (0)727948800; Email:moseswanje11@yahoo.com