

## NICHOLAS MWANGANGI KIOKO

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### PROFILE SUMMARY

Nicholas is a highly motivated and self-driven Certified Public Accountant (CPA-K) with over seven years' valuable experience and expertise in top-level grant/donor and financial management, donor reporting and compliance, program administration, accounting, annual and proposal budgeting, auditing, management of internal controls, taxation, financial analysis and project partners' management. I am an excellent communicator with a can-do approach to problem solving and resolution. Extremely meticulous with an eye for detail and positive outlook in often complex financial situations complimented by great interest in technology, financial management and working with rural communities. I am hands-on leader who embraces a collaborative approach in achieving high performance results and remaining motivated. Nicholas is also a trustworthy individual entrusted with the donor funds and strategic responsibilities and a fast learner open to learning from others. In addition, Nicholas is keen on advancing his career by exploring a management position that will see him advance professionally.

### PERSONAL DETAILS

**Year of birth:** 6<sup>th</sup> July 1986

**Nationality:** Kenyan

### EDUCATION

- **Bachelor of Arts (Economics, Sociology and Psychology)-** Kenyatta University; 2006 to 2010
- **Certified Public Accountancy CPA- K-** Strathmore University; May 2005 to July 2008
- **Kenya Certificate of Secondary Education-** Kitondo Boys School; 2001-2004

### KEY STRENGTHS, SKILLS AND COMPETENCIES

- **Donor funding and Grants Management skills:** I have over eight years' experience in managing grants/ contracts from institutional donors such as USAID, SIDA, Forum Syd and other bilateral donors, more specifically; overseeing compliance to donor rules and regulations, project planning, budgeting, maintaining donor funding schedules, expenditure management and reporting. I also oversee partners' financial analysis and reporting, auditing and compliance. I have an excellent understanding of USAID, SIDA, Forum Syd and general donor requirements, rules and regulations.
- **Donor reporting and compliance skills:** Experienced in reporting where I have ensured timely preparation and submission of accurate reports to my supervisor, project teams, board of directors as well as donors. I have introduced project accounting and monitoring in sage and MS Navision accounting systems where by each project is managed separately for accountability.
- **Analytical and quantitative skills:** Experience in preparing models & tools for financial analysis, decision-making and recommendation of corrective action where necessary. I am also experienced in coordinating quarterly project performance review meetings to discuss project performance and

actual spending against budget. I advise project teams on financial issues such as overspending, underspending and compliance.

- **Budgeting:** Knowledgeable and skilled in preparing project budgets, annual budgets, forecasts and budget re-alignments where needed. I possess extensive knowledge of current trends in budgeting and ensure such budgets are adhered to effectively through budget monitoring tools and Budget Vs Actual reports.
- **Financial management systems and procedures:** Experienced in setting up, working with automated financial management and reporting systems such as quick books, sage Pastel, Salesforce and Microsoft Dynamics Navision (ERP) 2016. I am also experienced in developing and implementing relevant tools in MS Excel spreadsheets (advanced), Microsoft's Power BI, MS word & PowerPoint for financial reporting, analysis and presentation.
- **Grants Administration skills:** Experienced in financial management and administration, which entail; procurement, supporting with administering office affairs, registration matters, licenses and permits, transport, maintenance, stationary and consumables.
- **Accounting skills:** I am a certified public accountant (CPA- K) with extensive understanding of financial trends, GAAPs, technical, IFRS and accounting. In summary, some of the skills I have practiced include; grant accounting, internal controls, bank reconciliations, general ledger reconciliations and double entry.
- **Leadership and Supervision:** Experienced in supervising and training finance staff & administration teams to ensure they deliver the required results. I am a passionate professional who combines strong leadership skills with patience, and a humble approach in delivering results. I am well adaptable in working with people of different backgrounds and have the confidence to work as part of a team with minimal supervision.
- **Communication skills:** I communicate effectively in English and Swahili languages (both written and oral). Experienced in interacting with senior management, multiple donors, business partners and colleagues. I have also able to develop strong working relationships with partner organizations, government organizations and officials, NGOs and donors, community agents, banks, auditors, business partners and community-based institutions, preferably in Kenya and Tanzania.
- **Organizational skills:** In charge of the organizational safe. I ensure safe keeping of important and confidential documents such donor agreements, contracts, audit reports and seals. I am also able to prioritize, plan ahead and achieve objectives within strict deadlines at the same time maintaining accuracy and correctness of financial information. I like to get things done in a structured and organized manner.
- **Taxation and Compliance:** Successfully ensured compliance with NGO board regulations, grant agreements, government regulations as well as taxation and risk management. I am an expert in local tax laws, regulations and compliance in a variety of areas including PAYE, VAT and corporate income tax, annual reports to NGO co-ordination board, withholding tax returns and payroll returns. Additionally, I successfully applied and obtained tax exemption certificate for HIHEA.
- **Flexibility:** I am able to maintain calm under pressure, adapt well and transition with changes in the workplace. I am also able to juggle multiple tasks at once while 'keeping calm and carrying on', think strategically, handle ambiguity and work well in a multicultural environment. I am also open to feedback, willing to admit mistakes and learn from them. I quickly learn new skills and subjects.

## WORK EXPERIENCE

### Finance Manager

Hand in Hand Eastern Africa (HIH EA); January 2015 to Date

#### Duties and Responsibilities

- In charge of overseeing all aspects of financial management including accounting, analysis, reporting, internal controls, budgeting and forecasting, donor compliance and administrative functions of HIH Eastern Africa (Kenya and Tanzania projects).
- Preparing and submitting accurate and timely project financial reports that comply with donor requirements in all aspects. I prepare and analyze reports such as cash flow liquidity reports, grants receipts, monthly & quarterly budget vs. actual (BVA) reports to management, donors and partners while recommending corrective action where necessary. I also prepare annual statutory accounts, project reports and end of year financial reports for audit.
- I support and proactively inform the leadership team on overall strategic performance of the program and projects revenue, expenditure, liquidity, compliance and net asset position.
- Reviewing Donor financial reports from the regional offices and sub grantees ensuring that they have been done as per the donor and HIHEA requirements before presentation to the management and donors.
- I prepare grant budgets for new projects and annual budgets in collaboration with project teams. I provide financial analytical support for grant budgeting in proposals especially in costing budgets, ensuring recovery of shared support costs and budget consolidation from the various country offices. I also support program teams in budget implementation by monitoring and reporting on the spending rates of restricted and unrestricted funding to ensure proper burn rates are sustained. I advise and support project teams on financial oversight issues such as overspending, underspending as well compliance on donor policies/practices.
- Treasury and cash management. I manage and control projects revenue, cash flow and expenditure. I track restricted and unrestricted funds and monitor donor fund balances to ensure project teams are up to date with the financial position of their projects. I ensure adequate cash flows for regional offices and sub grantees in liaison with field finance officers to complement and support project activities.
- Evaluating internal controls and recommending corrective actions on any weaknesses and deficiencies in a timely manner. I ensure application of policies and procedures contained in the country Finance and other manuals and policies.
- Compliance, process improvement and risk management-I collaborate with internal stakeholders in meeting the strategic priorities of the program by building, updating, improving and automating financial management systems, processes, tools and templates in order to complement project outcome & control risk.
- Recruiting, inducting, capacity building, supervising and appraising finance, administration and project staff. I also build program teams' capacity on budgeting, financial reporting and compliance.
- Authorizing project administration payments, payroll, financial transactions and weekly field expenses to verify their accuracy and compliance as per donor budgets, policies and procedures. I review posting/ registering of transactions, project expenses and journals in the MS NAV system.
- Providing financial administration to the program, including the processing of approvals for procurements, consultant agreements, and vendor invoices.
- Filing statutory reports and returns with respective authorities such as corporate income tax, annual reports to NGO co-ordination board, withholding tax returns and payroll returns.

- I perform monthly inter-company transaction reconciliation between Kenya and Tanzania offices.
- I Supervise cash and bank reconciliations, manage fixed assets through quarterly fixed asset verification and general ledger account reconciliations. I also oversee country offices in the month end close processes by preparing schedules and reconciliations of all general ledger accounts.
- Coordinating and managing country offices' annual statutory, project-specific audits, internal audits and ensuring the audit recommendations are implemented in a timely manner. I also prepare restricted Grants income schedule, deferred income schedules and other schedules for audit.
- I travel to the field periodically to monitor projects implementation and provide finance and accounting support to project managers and finance staff.
- Member of procurement committee where I am involved in key contractual negotiations as a financial advisor. I serve as the program's contact with business partners such as banks on finance related issues.

### **Key Achievements**

- Successfully applied and obtained tax exemption certificate for Hand in Hand Eastern Africa.
- Part of core team in establishing and registering project operations in Rwanda and Tanzania.
- Introduced project accounting and donor compliance monitoring in our accounting systems. We are now able to get reports and analysis per project and per donor as required.
- Instrumental in procuring, testing & implementing Microsoft Dynamics Navision 2016 (ERP), sage pastel, Salesforce and quick books accounting soft wares.
- Successfully managed grants for the Integrated Adult Literacy & Enterprise Development as well as Guvnor Eco farming phase one projects. This led to extension of the projects to their second phases.
- Introduced daily cash positions and cash flow reports to monitor daily donor fund balances.
- Introduction of online banking and mobile banking to facilitate online payments and funds transfers thus reducing payment turnaround time and reducing cases of fraud.

### **Senior Accountant**

**Hand in Hand Eastern Africa; Aug. 2013 to Dec. 2014-** where main duties and responsibilities included;

- Treasury and cash management, donor reporting and budget control.
- Recruitment, supervision, training and appraisal of project administration & finance staff.
- Preparation of project and annual organization budgets.
- Contact person & signatory for project accounts. Approval of bank reconciliation and other monthly reports. Fixed assets management in sage pastel accounting software.

### **Accounts Assistant**

**Hand in Hand Eastern Africa; Oct 2011 to August 2013**

**As an Accounts Assistant,** I was handling, payment preparation data entry, project reporting both in Excel & QuickBooks software, petty cash management, Bank reconciliation and fixed asset management.

### **GRANTS MANAGED AND PROJECTS IMPLEMENTED**

- HiH & CARE Rwanda Job creation project in Rwanda-April 2013 to March 2016- funded by Hand In Hand International and CARE International -Total grant amount USD \$ 250,000.
- Enterprise Development Project-November 2011 to September 2015, funded by SIDA & Hand In Hand International. Total grant US \$ 4,270,000. Phase III-October 2018 to September 2021.
- Integrated Adult Literacy & Enterprise Development project (Phase one and two) July 2016 to date,

funded by Hand in Hand Sweden and Swedish Medical Aid (Läkarmissionen) - Total grant amount SEK 9,850,000.

- Socio-economic, human rights advocacy and civic empowerment project- January 2017 to December 2020, funded by Forum Syd - Total grant amount SEK 4,850,000.
- Tackling climate change for resilient economies-April 2016 to date, funded by IKEA Foundation- Total grant amount GBP 2,900,000.
- HiHEA Agriculture & Enterprise development projects in Tanzania (Three-year project) - January 2017 to date funded by Hand In Hand International, USAID and The Hilti Foundation. Total grant GBP 2,500,000.
- Guvnor Eco farming project (four year project) - October 2017 to date funded by Guvnor Group- Total grant amount GBP 2,550,000.

#### SEMINARS AND TRAININGS ATTENDED

- Risk based Internal Audit Training Workshop by KPMG Kenya 12th to 14th August 2015.
- High Performance Institutions Training (Business process improvement, Reporting, financial analysis & performance) by Frontfin Training-7th to 18th September, 2015.
- Project Management and Results Based Management training- 27th August 2018 to 31st August 2018.

#### HOBIES & INTERESTS

- Learning new skills and subjects.
- Playing and watching football.
- Travelling for adventure.

#### REFEREES

##### **Stephen Wambua**

Country Director

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