

GILBERT MWANGI MACHARIA

Tel:+254 715 539 107, +254 734 824 175 | E-mail: gilbertmacharia95@gmail.com |

PROFESSIONAL PROFILE

Accountant

Financial Accounting | Treasury Accountant | Reconciliation expert | Accounts Payable

Dedicated and versatile Finance Accountant with about 5 years of experience in areas of finance, accounting, and operations compliance. Expertise in treasury accounting, Kenyan tax law compliance, cash management and full accounts payable management. Dedicated professional with proven track record in handling financial documentation, data entry, overseeing and directing financial operations and tax advisory. A peak performer and result oriented professional, diligent, fast paced and adaptive learner. Excellent team leader and player with strong interpersonal, communication and presentation skills, ability to listen and integrate divergent thoughts, opinions and perspectives into meaningful action.

Career highlights

- o Successfully involved in the running of the Mabati Rolling Mills and Safal Building Systems finance accounting unit in Athi-river to the level of group reporting and in compliance with Kenya tax laws and regulations.
- o Spearheaded the establishment and running of the finance department at Famous confectionary, and running of operations both at the production and managerial level.

CORE COMPETENCIES

- ★ Financial Accounting
- ★ Accounts payable management
- ★ Bank reconciliations
- ★ Tax accounting, compliance and submissions
- ★ Finance & Operations management
- ★ Cash flow management
- ★ External and Internal audit preparation

PROFESSIONAL EXPERIENCE

ASSISTANT ACCOUNTANT/TREASURY | SAFAL BUILDING SYSTEMS & MABATI ROLLING MILLS | SEPTEMBER 2020- TO DATE

Mabati Rolling Mills and Safal Building Systems are manufacturing companies both dealing with building materials registered in Kenya a subsidiary of Safal Group.

Duties and responsibilities-Safal Building Systems

- o Processing vendor invoices and employee expense reports for payment while ensuring adherence to company policies.
- o Collaborating with procurement and purchasing teams to resolve discrepancies and ensure accurate documentation.
- o Conducting monthly reconciliations of accounts payable ledgers to ensure accuracy and completeness.
- o Responding to vendor inquiries and resolved payment discrepancies promptly and professionally.
- o Prepare and reviewed weekly and monthly payment runs, coordinating with treasury for timely disbursements.
- o Managing full-cycle accounts payable processes, including invoice verification, coding, and data entry
- o Preparation of tax returns for filing and ensuring they are filed on time and the organization`s tax ledger is updated on time.
- o Involved in posting petty cash receipts into staff accounts and matching to general ledger balances and monthly replenishment.
- o Reconciling staff accounts with staff advances and paybacks.

Duties and responsibilities-Mabati Rolling Mills

- o Process daily bank reconciliation and identify unknown receipts and unpaid cheques by liaising with the credit control department ensure receipting is done and subsequent posting.
- o Classify bank interest charges and get confirmation from treasury to book.
- o Reviewing daily bank statements and updating collection reports.
- o Identifying any abnormal/unexplained debits from the company`s bank accounts and reporting to the treasury team for action.
- o Identifying areas of savings in financing costs and advising the treasury department accordingly.

- o Involved in budget preparation and implementation assessment and reporting.
- o Timely processing of utility bills for the head office and all service centers and sharing of the respective payment remittances.
- o General petty cash management including preparing a summary of petty cash payments and ensuring reimbursement to head office and service centers.
- o Spearhead and assist in both internal and external audit.
- o Have been part of a team running the implementation of a new ERP i.e. SAP 4 HANNA from August to date.
- o Customer receipt posting and account reconciliation.

JUNIOR ACCOUNTANT | **FAMOUS CONFECTIONARIES LIMITED** | **JULY 2015 – AUGUST 2018**

Famous confectionary is a production company dealing with all kinds of pastry and have distribution channels within Kenya.

Duties and responsibilities

- o Involved in the preparation of audit files and leasing with external auditors during annual financial audits.
- o Daily record-keeping techniques and reliability.
- o Preparation of tax return for filing and ensuring they are filed and the organization's tax ledger updated on time.
- o Handling all customer's queries, complaints, and driving customer satisfaction.
- o Managed the Credit Control Department ensuring timely payment from debtors.
- o Prepared daily sales reports and submitting them to the reporting manager.
- o Assessed the organization's yearly budgets and helped maintain the focus on quarterly budget goals with cost spending and cost reports.
- o Spearheaded all procurement activity and ensuring proper market research is done and a smooth transfer, resulting in a 90% success.
- o Overseeing all bank and cash transactions ensuring transparency and leading to an accurate budget.
- o Prepared comprehensive monthly financial reports which were key to the organization's decision making processes.
- o Reviewed all payment and expense vouchers for accuracy before payment.
- o Participated in the daily and monthly stock-taking exercise, reconciling the stocks, and updating the ledgers for the actual stock.
- o Day to-day sales and marketing management involving order handle and ensuring timely delivery.

EDUCATION & TRAINING

Bachelor of Commerce (Finance Major)	KCA University	2020
Certified Public Accountant, CPA Level 2 Section 4	KCA University	2017-Ongoing
Other certifications		
Excel Training	Institute of Advanced Technology	2022
Fire Marshal Training	Medswift Kenya	2022

REFEREES

Julius Mungai
General Ledger Manager,
Mabati Rolling Mills Ltd,
P.O BOX 149, Thika Kenya
Tel: +254 723 779 703

Email:julius.mungai@safalgroup.com

Dennis Wamalwa
Financial Accountant
Safal Building Systems
P.O BOX 1465 Nairobi Kenya
Tel: +254 717 249 609

Email:dennis.wamalwa@safalgroup.com

James Kariuki Muchori
Managing Director
Famous Confectionaries
P.O Box 9392, Nairobi Kenya
Tel: +254 703 795 808

Email: jmmkariuki@gmail.com