

KABASELE TSHIMBOMBU Christien, Head of Accounting Division, experience in finance, audit, administration, accounting, operations (UNDP), telecommunication, and infrastructure (10 years).

Multi-language (French, English (level 6 at CALI), Lingala and Swahili

+243815992281

christien1tshika@yahoo.fr

PROFILE

I bring a wealth of expertise in audit, finance, operations, and administration, honed over years of dedicated service. My leadership in these areas empowers me to manage complex projects, identify and address financial risks, and implement strategies that enhance efficiency and generate significant cost savings. At Helios Towers DRC, I spearheaded regional cash management initiatives that achieved \$15,000 in savings. Furthermore, my efforts led to the recovery of over \$45,000 in double payments for the UNDP. I also oversaw a budget exceeding \$150,000 for Options Consultancy Services Ltd, ensuring rigorous financial oversight. To drive compliance and efficiency, I developed a comprehensive financial and administrative tracker, which optimized processes and ensured strict adherence to policies and deadlines.

COMPETENCES

- Management skills, good communication skills
- Ability to work independently and in a team setting.
- Accounting software QuickBooks, Quantum, ATLAS, Oracle CX, ERP SAP, Profitcompta, CcomptaH, Banana9, Sage
- Skills in OHADA, IFRS and Audit, spreadsheet modeling
- Financial analysis, financial reporting, financial accounting, compliance with deadlines and budget limits, Tax VAT, cash management, payroll.
- Excellent analytical skills, financial management, account reconciliation, treasury management, Supply Chain
- Financial statements, budget management, balance sheet accounting, excel for financial modeling.
- Performance in accounting functions that includes accounts payable, accounts receivable, inventory, and fixed assets.
- Microsoft Office (Excel, Word, PowerPoint, Outlook)

EXPERIENCES

03/2024 – To Present

HEAD OF ACCOUNTING DIVISION

Office des Routes

- Oversee the day-to-day operations of the accounting department, including accounts payable, accounts receivable, general ledger, and financial reporting of 26 provinces in DRC.
- Coordinates and controls senior accountants from 26 provinces in the DRC for proper monitoring and production of the accounting balance.
- Close the accounting year and produce financial statements.
- Supervise and monitor account consolidation and optimize accounting management information systems.
- Controls the reliability and adequacy of accounting and financial information.
- Develop and implement accounting policies, procedures, and controls to ensure accuracy, completeness, and compliance with regulatory requirements.
- Manage month-end and year-end closing processes, including financial statement preparation, reconciliation, and analysis.
- Review and approve journal entries, adjustments, and reconciliations to ensure accuracy and compliance with accounting standards.
- Prepare and analyze financial reports, budgets, forecasts, and variance analyses to support decision-making and strategic planning.

- Coordinate and liaise with internal and external auditors to facilitate audits and compliance requirements.

09/2023 – 02/2024

SENIOR INTERNAL AUDITOR

Office des Routes

- Check financial statements if this has been done according to accounting standards which are OHADA and IFRS then give recommendations,
- Check if processes, instructions and policies established by the company are respected,
- Evaluate the risk management process, and the governance and give propositions for their efficiency,
- Check cash inventories, all fixed assets, warehouse to be sure that this corresponds to the report made by all regionals and the general direction of the company,
- Check and monitor budget execution.

07/2022–08/2023

FINANCE & ADMIN OFFICER

Options Consultancy Services Ltd

Operations, Finance and Administration:

- Support in the organization of the program office:
 - Ensure that the team's host agency gives adequate support.
 - Transport management, including negotiating car rentals as required according to safety and security principles, and directly coaching the project driver if necessary.
- On-site operations:
 - Support the WISH Lot 1 team in the DRC in managing day-to-day program logistics, including all program activities, as well as support and administration of the recruitment and engagement of staff and consultants.
 - Review work plans and budgets to ensure adequate logistics and financial management are in place for program implementation by the program team and implementing partners.
 - Consolidate the weekly and monthly activity plans of the different work areas to share with the host organization and the agency in charge of the advance of expenses.
 - Arrange the acquisition of vehicles, equipment and supplies to support the WISH Lot 1 office and program partners, as well as related insurance coverages.
 - Establish internal controls; safeguard the assets of the organization which will be entrusted to the implementing partners and maintain the register of fixed assets for the control.
- FCDO;
 - Support the recruitment of staff and consultants, including preparations and contributions interviews (where relevant).
 - Organize the administration and logistics of national and sub-national meetings, including preparing budgets for activities, ensuring that the agency in charge of expenditure advances provides adequate support for payments, and acting as rapporteur where it is necessary.
 - Assist and contribute to the development and improvement of systems and procedures for supervision of projects.
- Supervision/Financial Management:
 - Prepare monthly and update the financial accounts to upload them to the accounting system of the Options office in London. Do the reconciliation of accounts and management of all local bank accounts to submit to the Options office in London.
 - Prepare monthly cash forecasts for cash advances; adhere to the chart of accounts, ledgers and other standards of systems and instruments for financial management.
 - Coordinate financial forecasting of the program on a monthly and weekly basis to facilitate forward budget information for the regional and London teams, using local resources such as through the agency in charge of expenditure advances for execution from the program.
 - Contribution to annual budgets and forecasts for Options, MSI and FCDO.

- Ensure that activities are properly coded, in accordance with the work plan, and put updates actual spend by activity code monthly according to the shared schedule, for presentation and review by Options London's finance and programmatic team.
- Assist in the preparation of financial reports about budget forecasts for internal and external purposes, in liaison with the program manager financial.
- Control, in collaboration with the financial staff/manager of the Options program project expenditures within authorized budgets and ensure that billings are fair and timely.
- Check expenditure activity reports by the agency in charge of expenditure advances.
- Ensure compliance with donor regulations and DRC law in all project-related transactions; liaise and facilitate program and corporate legal audit procedures with auditors. Ensure that all supporting documents are for the audit trial.
- As needed, support the development of programmatic funding policies, procedures, forms and tools, while respecting and contributing to other Options and Policies

Relations with partners and reporting to regional centers and Options London

- Write and develop reports related to the program: The program is a mixture of stages (Milestone) and reimbursable expenses (Reimbursable). Maintain a deliverable (PD) payment schedule for follow-up required by the FCDO, ensure terms of reference and PDs are submitted on time, perform appropriate follow-up when revisions are required, and ensure timely dispatch of the final document.
- Maintain the quarterly reporting schedule for the funder, prepares program framework content for the annual report and other reports as requested by the London office and other stakeholders.
- Liaison with the various partners and other key players: communications and liaison according to what is required with the partners and the host agency.
- With Options London and regional WISH Lot 1 teams: ensure that financial and schedule documents are sent on time to the right team according to the WISH Lot 1 coaching structure. Maintain open and continuous communications with these teams and be available for ad hoc requests on demand.

09/2021 – 07/2022

TEAM FINANCE

UNDP

- Submit CSA Cases in Oracle Cx
- Submit deposits in Oracle CX and their physical and electronic classification.
- Track duplicate payments.
- Follow up on the IFD indicator: Aging staff receivables/advances, Payment on hold.
- Monitor cash arrangement exception indicators.
- Manage and implement operational strategies.
- Facilitate knowledge development and sharing.
- Appropriate control of supporting documents for payments and financial reports for projects; review of all types of supporting documents for non-ATLAS projects and agencies; PO Vouchers, payroll cycle and payment execution.
- Record in GL (General Ledger) all transactions.
- Receive goods and services correctly and establish accruals accounts.
- Maintenance of the internal expenditure control system which guarantees the efficient processing of payment of invoices, requisitions, or reimbursement of travel expenses, MPOs and other transactions.
- Review of files submitted to Oracle CX and notification of approvers for appropriate action.
- Alert on timely corrections of payment errors (budget errors, unapproved payments, etc.) of files submitted to GSSU.
- Maintenance of accounts receivable for UNDP projects and submission of deposit registration files in Atlas.
- Check the completeness of the financial and accounting documentation archived and not physically and / or electronically archived.

Achievement

- Recover money that was sent by mistake to several consultants, some of whom have to reimburse and help UNDP to recover the money from this double payment.
- Create an Excel file that allows you to record all claims in terms of payment and related to late payment.
- Set up a follow-up system for all payments that have not yet been completed.

01/2021 – 09/2021

SENIOR INTERNAL AUDITOR

Office des Routes

- Check financial statements if this has been done according to accounting standards which are OHADA and IFRS then give recommendations,
- Check if processes, instructions and policies established by the company are respected,
- Evaluate the risk management process, and the governance and give propositions for their efficiency,
- Make cash inventories, all fixed assets, and warehouse to be sure that this corresponds to the report made by all regionals and the general direction of the company,
- Check and monitor budget execution.

Achievement

- I accomplished several missions such as in Lubumbashi, Kolwezi, Bandundu and Kongo Central to analyze the balance sheet, and the inventories and check if the procedure is respected.
- Make corrections on how to keep inventories properly, organize the warehouse, and properly store materials as directed.
- I gave recommendations on how to have a good balance sheet and to make sure that all the recommendations made are implemented and respected.

04/2020 - 12/2020

SENIOR ACCOUNTANT

Office des Routes

- In charge of fixed assets which represent 80% of the company's assets
- Manage a team of 4 accountants and work with 3 other senior accountants.
- To Refer to the head of the accounting division for the production of financial statements
- Check banking operations, accounting of fixed assets of all provinces,
- Produce the monthly report

Achievement

- Make a new imputation system using Microsoft Excel which has reduced working time in half.
- Bring a new way to do the reconciliation using an Excel formula that has never been done before.

01/2020 – 03/2020

SENIOR FIXED ASSETS ACCOUNTANT

Fabcongo

- Analyze all invoices for fixed assets, invoices for furniture, vehicles, machines
- Inventory and audit fixed assets, check accounting compliance and physical.

Achievement

Make a new process of fixed assets according to IFRS standards to reconcile accounts

11/2018 – 12/2019

ACCOUNT PAYABLE ANALYST

Helios Towers (HTD)

- Manage accounts payable, electricity budget and other expenses
- Manage 4 regional cash (\$ 40,000) and replace the treasurer when she is off
- Use SAP for Financial reconciliation

- Follow all invoices
- Make sure that the administrative side is carried out diligently and appropriately
- Help with audit requests and other ad hoc tasks

Achievement

- Make an accounts payable procedure manual
- Close after reconciliations and follow-up the various debts with suppliers which allowed cancellation of a debt of \$ 150,000 with Vodacom, \$ 30,000 with Orange, and \$ 18,700 with Airtel.

01/2013 – 10/2018

ACCOUNTANT

Office des Routes

- Check all invoices before recording them in the CcomptaH software,
- Manage bank accounts and various operations, analyze and verify all accounting transactions,
- Analyze accounts payable and receivable, Analyze the monthly balance sheet
- Be among the team and produce the financial statements.

EDUCATION & PROFESSIONAL TRAINING

2024

- **Doctor of Business Administration in progress** (Manipal Global NXT University);
- **Master of Business Administration** (Singapore Business School, Singapore).

2023

- **Executive Diploma in Business Management** (Udemy, United States);
- **Diploma in Business Administration** (UniAthena, United Kingdom);

2022

- **Financial Modeling & Valuation Analyst (FMVA)** (Corporate Finance Institute, Canada);
- **Financial Accounting** (CIPFA, United Kingdom);
- **Company Financial Reporting** (CIPFA, United Kingdom);
- **Financial Management** (CIPFA, United Kingdom);
- **Audit and Assurance** (CIPFA, United Kingdom).

2021

- **Ethics and Integrity** (UNDP);
- **Anti-fraud e-learning: Fraud and Corruption Awareness and Prevention** (UNDP);
- **Preventing Sexual Harassment and Other Prohibited Conduct** (UNDP);
- **Prevention of Sexual Exploitation and Abuse of the Local Population (PSEA)** (UNDP);
- **UNDP Legal Framework: What Every Staff Should Know** (UNDP);
- **Building a 3-Statement Financial Model** (CFI, Canada);
- **Diploma in Business Administration** (Mini MBA, A.C.M.T, Canada);
- **Financial Analysis for Business Decisions.** (Coventry University, United Kingdom);
- **Supply Chain Management** (A.C.M.T, Canada);
- **Human Resources** (A.C.M.T, Canada);
- **Business Analytics with Excel** (SKIILUP by Simplilearn, United States);
- **Ratio Analysis For Financial Performance Assessment** (MSBM, United Kingdom);
- **Practice of Senior Internal Auditor** (CPCC, DRC).

2020

- **Postgraduate Diploma in Accounting and Finance** (LSIB, United Kingdom);

- **Project Management in Entrepreneurship** (PMI Institute, United States);
 - **Understanding Financial Statements** (Coventry University, United Kingdom);
 - **Practice of Internal Audit** (CPCC, DRC);
 - **Revised OHADA accounting system** (JASBI SARL, DRC);
 - **Risk Management** (OCRM via eLearning College, United Kingdom);
 - **Accounting and Finance** (eLearning College, United Kingdom);
 - **Key Financial Report** (eLearning College, United Kingdom);
 - **Business Management** (Brentwood Open Learning College).
- 2019 **Finance for Manager** (IESE Business School Espagne).
- 2018 **Diploma in Accounting & Management** (Oxford School of Accountancy & Management).
- 2017 **Revaluation of fixed assets in the OHADA accounting** (CPCC, DRC).
- 2016 **OHADA Accounting system** (CPCC, DRC).
- 2012
- **OHADA Accounting system** (IGI, DRC);
 - **Graduated in Financial Management** (UNIKIN, DRC).
- 2005 **High School diploma in Biology-Chemistry** (GSL, DRC).

OTHER OCCUPATIONS

- MOOC CAMP US Embassy Kinshasa
- Reading
- Member of NGO (Initiative ceinture de sécurité) ICS
- Soccer, Walking, and Entertainment.

PERSONAL INFO

Male, Congolese nationality, married, born on 09/15/1986 in Kinshasa, my home address is 08 Avenue Dundi in Lemba

REFERENCE

- **Dieudonné KWETE:** (00243) 825005044, email: shamantshiey2002@yahoo.fr (Health Financing Advisor at World Health Organization).
- **Claude AMURI:** (00243) 816576818, email: claude.amuri@undp.org (Operations Specialist at UNDP);
- **Leopold MISOKO:** (00243) 993431194, email: lmisoko@gmail.com (Technica Advisor DRC-WISH at Options Consultancy Services Ltd);

I, KABASELE TSHIMBOMBU Christien, certify that all information accurately reflects my situation, qualifications, and experiences.

Kinshasa, October 09th 2024

KABASELE TSHIMBOMBU Christien