

CPA Loice Mumbua Musyimi

Financial Accountant

Nairobi Kenya

+254 729 637 022

musyimiloice@gmail.com

I am a dynamic and results-driven finance professional with over 7 years of experience in diverse accounting functions. Renowned for streamlining processes and ensuring financial compliance, I excel in delivering insightful financial reports. My expertise includes budgeting, forecasting, cash flow management, internal controls, and statutory audits. Skilled across accounts payable, accounts receivable, payroll, and financial reporting, I am a strong communicator and team player with a knack for problem-solving and implementing process improvements to enhance financial operations.

# SKILLS

* Financial Accounting
* Financial Reporting
* General Ledger (GL)
* Budgeting
* Cash Management
* Accounts Payable (AP) and Accounts Receivable (AR)
* Payroll
* Statutory Audits
* Internal Controls
* Tax Compliance/VAT

# PROFESSIONAL EXPERIENCE

## KOBO360 LTD, Nairobi, Kenya *– Operations Finance Associate*

Feb 2020 - PRESENT

**Financial Reporting and Compliance**

* Prepared and presented general ledgers & financial statements monthly in compliance with accounting policies and standards, providing management with transparent financial insights.
* Prepared and maintained monthly VAT reports ensuring adherence to VAT procedures, achieving a 100% compliance rate in VAT processing and tax regulations reducing processing time through efficient documentation and timely follow-up.

**Audit coordination and Documentation**

* Collaborated with audit teams, and facilitated smooth annual internal and external audits by organizing and maintaining comprehensive and proper documentation resulting in smooth audit processes and 100% compliance.

**Budgeting and forecasting**

* Involved in budgeting and forecasting processing, managing cash flows/levels within authorized limits, optimizing resource allocation, improving operational efficiency by up to 80%, and managing risk.
* Supported financial planning initiatives that contributed to improved financial sustainability and allocation accuracy.

**Cash Management and Disbursements**

* Managed disbursements including per diem, travel expenses, allowances, and reimbursements ensuring approval protocol compliance and timely processing.
* Monitored cash levels, reconciled petty cash, replenishment requests, and approvals generating monthly reports.

**Payroll**

* Worked with the Human Resource and Finance Manager to ensure that salaries were accurately remitted on time and processing via RTGs. In addition, I handled PAYE and other statutory deductions remittances.

## KOBO360 LTD , Nairobi, Kenya *- Accounts Payable Accountant*

July 2019 – Jan 2020

**Invoice processing, Settlements, and Tracking**

* Efficiently managed and tracked advances and settlements, ensuring timely closure and accurate recording in financial systems.
* Received and reviewed invoices, verifying the accuracy of invoices against LPOs, contracts, and delivery receipts, identifying any discrepancies through reconciliations before payment processing resulting in reduced invoice processing time.
* Submit verified invoices for payment approval, process payment, and share payment advice with the vendor upon payment.

**ERP - Posting and maintaining financial transactions.**

* Handled more than 500 financial transactions monthly, including invoices, receipts, and journals ensuring efficiency, accuracy, and completeness for the timely generation of reports and analysis.
* Worked directly with the finance manager and system developers of Odoo to implement the system and customize it to our needs improving functionality and user experience within the finance department.

**Communication and Training**

* Maintain communication with vendors and respond to questions, resolving issues promptly to maintain positive relations with key vendors with minimal business interruptions.
* Conducted training sessions and supervised new staff on financial SLAs, procedures, and processes, ensuring alignment with organizational standards.

**Process Improvement and Internal Controls**

* Implemented new procedures for the Accounts Payable department, reducing invoice processing time by 30%.
* Strengthened internal controls, ensuring compliance with financial policies and procedures and mitigating operational risks effectively.

## DIAMOND TRUST BANK, Karen, Kenya *- Banker*

Oct 2018- Dec 2018

* Offered teller services at the branch.
* Served as the first point of contact for clients, creating positive first impressions through friendly and expert customer service.
* Sorted and filed transaction documentation to maintain complete records.
* Smoothly opened, closed, and updated new accounts
* Helped clients bank cheques and Processed client payroll payments.

## EVOKE AFRICA CREATIVE AGENCY LTD, Nairobi, Kenya *- Accounting Consultant*

2017-2018

* Maintained up-to-date financial files ledgers and records, ensuring accessibility, accuracy, and integrity during financial reviews, Monitored compliance with finance policies and procedures, providing input for updates and improvements to enhance overall financial governance.

# EDUCATION

## EUROPEAN BUSINESS INSTITUTE, LUXEMBOURG *- Certificate in Women and Leadership*

2022

## MACHAKOS UNIVERSITY *- Bachelor of Commerce (Finance)*

2018

Second Class Honors ( Upper Division)

**KASNEB** *- CPA*

2018

Section 1-6

# ADDITIONAL SKILLS/COMPETENCIES

* Excellent Communication
* Teamwork
* Problem-Solving Skills
* Critical Thinking
* Process Improvement
* Data Analysis
* Internal Controls
* Initiative & Innovative
* Flexible

# ACHIEVEMENTS, MEMBERSHIP, CSR & INTERESTS

## VOLUNTEER *- Accountant*

2017

Kenya Science Campus Nursery School (UON)

## VOLUNTEER & MENTOR *- Raise a Child Initiative*

Actively Since 2015

Lillian Foundation Children’s Home, Ruai

**VOLUNTEER** *- Member*

Actively Since 2019

Kenya Red Cross

**MEMBER** *- Active Member*

Actively Since 2022

AWAK (Association of Women Accountants of Kenya)