

CURRICULUM VITAE



PERSONAL INFORMATION

Name	CPA. Muchai Nancy Njeri
Current Position	Acting Chief Finance Officer
Institution	Jaramogi Oginga Odinga University of Science and Technology (JOUST)
Address	P.O. Box 210-40601, Bondo, Kenya Tel: 0722-409380 nancy.muchai@yahoo.com ; nancy.muchai@jooust.ac.ke
Date of Birth	1983
Gender	Female
Pin No	A003884211Z
Nationality	Kenyan
Identity Card No	22606119
Profession	Accountant

PERSONAL ATTRIBUTES AND COMPETENCIES.

Action-oriented leader with a strong track record of performance in the education sector spanning 10+ years, dedicated to spearheading financial growth through careful financial planning and cost-cutting initiatives, utilizing keen analysis, insights and team approach to drive organizational improvements and implementation of best practices. I possess superior interpersonal skills, capable of resolving multiple and complex financial and operational issues and motivating staff to peak performance.

I have proven expertise in areas of Strategic Planning & Organizational Leadership; Budgeting & Cost Management; Business Development; Process Design & Productivity Improvement; Contract Negotiations & Strategic Alliances; Systems & Technology Utilization; Team Building & Performance Improvement; Growth & Expansion Strategies; Corporate & Investment Finance.

A Certified Public Accountant, Certified Securities Investment Analyst and MBA-Finance.

CAREER OBJECTIVES

Attain top level executive leadership position with extensive hands-on experience and track record of successful accomplishments in managing the institutions finances and working in coordination with the council and institutional leadership to increase revenue production of the firm.

EXECUTIVE SUMMARY (Qualifications, Professional Work And Experience)

I am in session as a part time PhD student at JOOUST. I obtained MBA-Finance and BSc. Applied Statistics qualifications both at Maseno University; Certified Professional Accountant and registration as member of Institute of Certified Public Accountants of Kenya (ICPAK) in which I have remained in good standing as well as being a Certified Securities and Investment Analyst.

I have 15 plus years of continuous experience in Financial Management and leadership in Public and Private Institutions. I started my carrier as a part time accountant at Maseno University in 2004 and where was later employed as an Assistant Accountant at the same University in 2005, and thereafter promoted to be an Accountant. I later joined an private audit firm where I was in charge of the book keeping section before being promoted to Senior Auditor in the same firm. I rejoined public institution at Bukura Agricultural College, Ministry of Agriculture where I was in-charge of Accounting functions. While there, I managed to set up all the financial functions of the institution before proceeding to joined Masinde Muliro University of Science & Technology as a Senior Accountant on promotion.

In 2013, I transferred my services to Jaramogi Oginga Odinga University of Science & Technology (JOOUST). I have served interruptedly as the Deputy Finance Officer in charge of Planning, Budgeting and Reporting since 2013. Currently, I am the Acting Chief Finance Officer and head of Finance Department in the institution, a position I have held since 2016 save for the short break when all Finance Officers in public sector were required to be on leave for vetting.

ACADEMIC QUALIFICATIONS

2019- date	Doctor of Philosophy (PhD.) – Ongoing, Jaramogi Oginga Odinga University of Science & Technology Topic: Focusing on Grassroots Financial innovations for Inclusive Economic Growth – A case of Community Currency.
2007-2010	Master in Business Administration Finance (MBA Finance) Maseno University.
2002-2006	Bachelors of Science (Applied Statistics) Maseno University.
1996-2000	Loreto High School, Kiambu Kenya Certificate of Secondary Education.

PROFESSIONAL QUALIFICATIONS

2008-2012	Certified Securities and Investment Analyst (CISA) KASNEB
2004-2008	Certified Public Accountant (CPA) KASNEB A member of the Institute of Public Accountants of Kenya (ICPAK)
2017	Certified Pension Fund Trustee The College of Insurance

2005	Oracle Database Management Maseno Information and Technology Center (MITC)
2002	Certificate in IT Communique Thika College

PROFESSIONAL AND CAREER GROWTH

I enrolled for CPA programme in 2004 and within a period of four years I had cleared all the sections and successfully qualified as a Certified Public Accountant. In my programme I was able to go through; Financial and Cost Accounting, Economics, Company Law, Taxation, Auditing and Investigation, Business Finance, System and Management Information Systems, Qualitative Techniques, Principles and Practices of Management and Financial Management.

I stated my bachelor degree in applied statistics for four years from year 2002 to year 2006. I majored in econometrics, demography and actuarial science. During my program, I covered Formulation of mathematical, statistical and economical models for optimization and forecasting, Design and implementation of strategic financial designs and forecasts, Scientific approach to decision making, Logical and analytical approach to problem solving, Statistical data analysis to facilitate monitoring and forecasting of company line of business among others.

In my master's degree, I learnt more on Policy review valuation through post optimality analysis, Strategic planning and organization behavior.

KEY SKILLS AND COMPETENCE

Budget and Budgetary Control	Ensure that the University operational and capital budgets are prepared in accordance with the Budget Policy Statement issued by the National Treasury, aligned with the medium-term plan and meets the statutory threshold design, disclosure, scope and format of SAGAs budget requirements. I Ensure the operationalization of the approved budget and- adherence to the budgetary provisions in the execution of expenditures.
Financial Planning, Strategy & Control	Formulation, Documentation and Implementation of sound financial strategies and policies that aims at driving the University mandate. Formulation of the University Strategic Plan Financial projections. Ensuring that periodic University budgets are in conformity with the strategic plan with a view to ensuring compliance with the implementation of the strategies outlined in the strategic plan.
Financial Compliance and Reporting	Ensuring continuous development and improvement of all supporting financial and management information systems for the Company, Ensuring compliance with all applicable financial regulatory laws and regulations for financial reporting. Overseeing the preparation of periodic financial statements, financial management reports, cash flows, special analyses, and

	information reports for use by the Budget holders, University Management and Council, Parent Ministry and the National Treasury.
Internal Controls, Audit & Risk Assurance	Ensure that effective internal controls are in place to safeguard financial assets of the Company, and that records systems are maintained in accordance with accepted accounting standards and norms. I do Provide independent assurance that Company's risk management, governance and internal control processes are operating effectively at all times. identifying, monitoring and managing potential risks, developing and regularly updating risk registers.
Staff Management	Maintaining professional and technical knowledge of the team through regular refresher trainings, facilitating attendance of educational workshops, benchmarking and professional standards, reviewing professional publications and establishing professional networks all. I do ensure staff in the University are paid their dues for smooth running of University Mandate.
Decision Making Improving	Service quality by devising new strategies, updating existing procedures and evaluating results with users. providing adequate financial information to facilitate decision making
Taxation:	Ensure application and compliance with the tax regulation.
Leadership and Supervision	Experienced in supervising team members and offering guidance and leadership to staff to ensure correctness and efficiency in handling of their roles.
Detail Oriented	I value accuracy and ensure that every duty I undertake pays close attention to details and captures all the valuable data.

ACHIEVEMENT AS HEAD OF FINANCE AT JOOUST

For greater depth and detail, in my current position, key responsibilities as Ag. CFO and Head of Finance at Jaramogi Oginga Odinga University of science and technology, I have been able to oversee; -.

Budget growth	A budget growth from Kshs 1.22 Billion in 2016 to current Kshs 2.12Billion in 2020.
Resource Mobilization	Through sustainable mobilization, the University got approval of three capital projects under the government sponsorship. These projects are the Tuition block Kshs 715 Millions, Research Centre Kshs 499 Million and Administration block Kshs 813Millions. I have continuously lobbied for more funds to enhance continuation of these projects.
Acquisition of Assets	Acquisition of assets procurement of Kisumu property which has enabled the University expand in Kisumu which is a visionary project for the growth of the University I have honorably ensured that all the Loan installments are paid on time without any arrears.
CBA implementation	Negotiation of two terms of both national and local CBA funds to pay staff without any dispute. This includes 2010-2017 CBA implemented in July 2017 and the latest being 2017-2021 CBA payment implemented in July 2020.

Donor Fund Management	Participated in several donor fund projects and contributed in development of proposals. Among these funded proposals includes World Bank grant of Kshs.600,—000,000; Danida grass root project Kshs.60Millions, World Health Organization (WHO). Kshs.150Million, Africa Development Bank Kshs 60Millions, Sida-Mistra Urban Fetures Kshs 300 Million among others Ensured that compliance with donor requirement in financial management and filled clear financial report with the donor.
Timely Payment of Salary	Ensured the staff are paid their dues and on time. To date, the University does not have any pending staff dues. I have also ensured that all stakeholders are well facilitated in terms of payment. The University has a good name in terms of honoring their debts.
Capacity Building	Trained department heads, staff and students on proper financial management and budgeting controls.
Computerization	Effectively utilized computerized the Finance department.
Leadership	Membership in University Committee among them University Management Board committee, University Senate, Budget Committee, Strategic Plan Implementation Committee, Staff Collective Bargaining committee, Anti-Corruption Prevention Committee, Project implementation committee, Training and Development Committee, Tender committee, Appointment and promotion committee among others.

PROFESSIONAL EXPERIENCE AND CARRIER GROWTH

Oct 2016 - Nov 2018,	Ag. Chief Finance Officer and Head of Finance
April 2019 to date	Jaramogi Oginga Odinga University of Science and Technology
	Job Purpose;
	Working under the general direction of the Vice Chancellor through Deputy Vice Chancellor (Planning, Administration and Finance), as the Head of Finance, I continually and consistently;
	<ul style="list-style-type: none"> • Provide financial leadership with the support of a strong team of finance professionals with the primary strategic day-to-day responsibility. • Ensure that the University remains financially afloat while meeting its obligations to the stakeholders. • Adhere to fundamental principles of financial management, financial accountability, internal controls, recordkeeping, compliances, financial integrity, planning, budgeting, cash-flow management. • provide financial reporting, supports planning, monitoring and decision-making processes to achieve best value in utilizing resources, and • Providing quality information, financial analysis, training and professional advice to Management Board & Council.
2013-2016	Deputy Finance Officers (Planning, Budgeting and Final Accounts)
	Jaramogi Oginga Odinga University of Science and Technology
	The main role is to deputize the Finance Officer in all aspects of operations. These role combines accounting, finance and managerial roles with the

	<p>techniques needed to drive successful University operation, by providing Financial data and analysis to managers within organization that assist in business decision-making and control.</p> <p>As Deputy Finance Officer, I was responsible for;</p> <ul style="list-style-type: none"> • Preparation and submission of monthly, quarterly and annual financial reports. • Budgeting and Budgetary Controls; • Ensure implementation of all University Financial policies • Compliance with statutory and regulatory procedures. • Supervision and monitoring of general book-keeping functions. • Managing Cash flow projections • Facilitate Implementation of ERP system • University Investments and Project appraisal • Fixed Assets Management • Facilitating external financial audit process • In-charge of Personnel matters in the department
<p>2012-2013</p>	<p>Senior Accountants Masinde Muliro University of Science and Technology My Duties and Responsibilities included;</p> <ul style="list-style-type: none"> • Timely preparation and submission of monthly, quarterly and annual financial reports. • Budget and budgetary controls measures. • Compliance with statutory and regulatory procedures. • Supervision and monitoring of general book-keeping functions. • Supervision and appraisal of accounts staff. • Facilitating external financial audit process
<p>2009-2011</p>	<p>Accountant- Bukura Agricultural College My Duties and Responsibilities included;</p> <ul style="list-style-type: none"> • In charge of Accounting and finance of the Institution • Formulate and implement sound financial policies and strategies. • Ensure adherence to international and government accounting standards and procedures. • Ensure effective and efficient utilization of college financial resources. • Timely preparation and submission of monthly, quarterly and annual financial reports. • Budget and budgetary controls measures. • Maintenance of fixed asset register and safeguarding college assets. • Compliance with statutory and regulatory procedures. • Supervision and monitoring of general book-keeping functions. • Supervision and appraisal of accounts staff. • Advice the college management on financial matters • Facilitating external financial audit process.
<p>2008-2009</p>	<p>Audit Senior- John Cumming Audit Firm My main responsibilities included;</p> <ul style="list-style-type: none"> • Review of final financial statements • Preparation of financial statements. • Overall supervision of book-keeping function • Supervisory of staff.

2006 - 2008	Accountant Kisumu Hotel – Maseno University My main responsibilities were; <ul style="list-style-type: none"> • General Financial administration • Preparation of the Budget, Budget implementation, control & evaluation • Preparation of financial and Management Accounts • Debtors Management & creditors Management • Continuous evaluation and monitoring of the financial management systems • Book keeping, Bank reconciliations, Imprest accounting, Internal Auditing. • Co- ordinate procurement and stores. • Compliance with statutory returns. • Supervision of accounts staff.
2004-2006	Assistant accountant Kisumu Hotel. Main Responsibilities included <ul style="list-style-type: none"> • Maintaining petty cash float. • Banking of revenue. • General ledger posting.

TRAINING AND SKILLS DEVELOPMENT PROGRAMMES ATTENDED

Public Finance Management Training organized by the National Treasury
Transformative leadership Training organized by the University
Trustee Development Program Kenya (TDKP) organized by Kenya College of Insurance
International Public Sector Accounting Standards (IPSAS –Financial Reporting)
International Financial Reporting Standards (IFRS –Financial Reporting)
Financial Management in Public Institutions
Effective CBA negotiation skills
Performance Contract
Audit Risk and governance training
World Bank Funds Management
Audit and Risk Management.
Governance & Leadership
Job analysis
Reporting for Non- Financial Managers
Strategic Planning
Database Management in Oracle ODBA 9i

PARTICIPATION IN PROFESSIONAL WORKSHOPS AND SEMINARS

February 2020	Cyber Crime Security Seminar by Jaramogi Oginga Odinga University of Science and Technology, Kisumu.
2014-2019	Annual seminars for preparation of Financial Report, a training offered by treasury and Kenya School of Government on annual basis. It aims at enhancing standard reporting in the public sector.
2019 November	ACE II Implementation Plan, Lilongwe

2019 February	2 nd Scientific Conference, JOOUST
2019 May	Water Recourse Management policy Training
2017 March	Job analysis training offered by PriceWaterhouse coopers and Salaries and Remuneration Commission at Jaramogi Oginga Odinga University of Science and Technology
2016 and 2017	Training of University students leaders on financial management
2015 January	Audit and risk management workshop for council members and management facilitated by Institute of Internal Auditors
2017 November	MISTRA Urban International Conference, Kisumu-Kenya
2010 August	IPSASs International Conference, Nairobi Kenya.
2013 June	Fire Award Financial Reporting Workshop, Nairobi.
2005 November	Disaster management by Red Cross society – Kenya.
2005 June	Behavior change
2006 April	Leadership and group management
2005 August	Peace, justice and acting non-violent seminar
2005 August	Peer education and counseling training

COMPUTER KNOWLEDGE AND SKILLS

Word processing	Ms. Word
Spreadsheet	Ms. excel.
Statistical Software	SPSS.
Database	Ms. access, SQL, Oracle
Presentation system	Ms. Power point.
Programming language	Pascal.
Accounting package	Sage Ac- Pac, Ms- Navision, QuickBooks

OTHER LEADERSHIP POSITIONS

Member	JOOUSTES Director
Chairperson	JOOUST Staff Retirement Benefits Scheme (JOOUST S)
Member	Jooust RBA investment committee
Member	University Management Board
Member	University Senate
Member	University's FO Forum
Chairperson	Financial Reporting Committee
Chairperson	Committee on Investment of JOOUST S

REFEREES

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