

AGUTU ISAYA AMOS

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CAREER OBJECTIVES

Finance and accounting professional with experience in roles including project accounting, hotel finance, payroll administration, and financial analysis. Excels in managing financial data, budget monitoring, and reconciliations. A proven track record in compliance, cost-saving initiatives, and providing valuable financial insights. With a strong commitment to accuracy and adaptability, poised to contribute to organizational success and continuous personal growth.

Certified Public Accountant Part I, II, III

Kenya Accountants and Secretaries National Examination Board (KASNEB)

EDUCATION

2015-2019: Bachelor of Commerce-Finance (2nd Class Upper)

Kenyatta University

WORKING EXPERIENCE

November 2024-August 2025: (UNICEF-FCDO) Program Assistant (SAMBURU)

Helen Keller International

- Provide technical and programmatic support for quality UNICEF Enhancing Health and Nutrition Wellbeing of Children, Women and Adolescents (**ENHANCE**) **project** in Samburu and Kilifi County implementation.
- Process contracts for consultants, vendors and external partners that support the programme delivery
- Review activity requests and prepare Mpesa charges, payment request form
- Petty cash management: cash custodian, proper recording, reconciliations, and posting of petty cash expenses at the end of each month.
- Manage both Vendor and MPESA payments on **Oracle Netsuite ERP** and prepare reconciliation, pass various journals
- Monitoring of donor and field office budgets on a monthly basis and preparation of donor financial reports.
- Responsible for Filing all cash and bank vouchers and maintaining updated, complete and safeguarded voucher filing system. Ensure all finance documents are properly labelled, filed and stored in a clear and easily retrievable manner following HKI Field Finance and Procedures Manual
- Monitor and timely restocking office supplies and manage staff requisitions.
- Management of Helen Keller INTL fleet, Prepare and review all documentation related for fleet management (fuel slips, logbook,.) and assist in vehicle movement and scheduling drivers
- Coordination and supervision of support staff (cleaner, driver etc.)
- Managing internal reporting process through generation of Budget Vs Actuals (BVA's) and work with program teams to finalize monthly and quarterly adjustments in accordance with donor requirements
- Facilitated coordination between organization and Government Ministry of Health Officials in Nutrition programme.
- Processing and paying all staff expense claims, work and travel advances and per diems, liquidation of all expense claims, advances, and reimbursements, while ensuring full support documentations per HKI Policy.
- Proactively ensure that team members operate in a secure environment and are aware of HKI policies
- Source suppliers, prepare RFQs, and manage procurement files in line with organizational policies.
- Procurement of goods and services for the projects as per Helen Keller International policies and Standards.

July 2024-November 2024: Finance and Field support

Kenya Red Cross Society

- Assist in procurement documentations per established procedures and protocols
- Participate in organizational initiatives and meetings on improvement of management processes and enhance overall efficiency and effectiveness.
- Supports in preparation of quarterly reports for the Strategic Goals Narrative achievements vs Targets.
- Participate in resource mobilization exercises for the branch activities.

October 2021-June 2024: (Global Fund) Project Accountant

ADS Nyanza Region Ltd

- Posted relevant journal entries to the ledger, ensuring that financial data was correctly entered into the ERP Microsoft Dynamics Business Central system (Navision 365) and that accounts were updated accordingly.
- Assist in monitoring project budgets by regularly updating budget spreadsheets, comparing actual expenses to budgets, and identifying any discrepancies for further investigation.
- Ensure accuracy, consistency and completeness of all the supportive documentations and requisite approvals before processing any transactions on MPESA platform and invoices, in line with the ADS N procedures, policies and grants requirements.
- Perform regular bank and M-PESA (mobile money) reconciliations to ensure that all

transactions are accurately recorded in the company's financial statements, identifying and resolving any discrepancies promptly.

- Prepare financial reports, including income statements, balance sheets on a monthly and quarterly basis, and provide insights to management regarding the financial of the project.
- Provide guidance to project teams and interns on compliance requirements and best practices.
- Assist in the preparation for internal and external audits by compiling financial documents and responding to auditor inquiries, ensuring compliance with relevant accounting standards and regulations.
- Participate in organizational initiatives/meetings on improvement of management processes and enhance overall efficiency and effectiveness.
- Reviewing all finance documents and ensuring adherence to finance policy and procedures before making any payment on MPESA B2C platform.
- Preparing the payment vouchers and stamping them with PAID as per organizational procedures and GF donor requirements.
- Supports the implementation and administrative, logistical support of the program especially on compliance
- Facilitate capacity building for ADS Nyanza staff in grants contract management in line with donor requirements.
 - Accountable for managing internal reporting process through generation of Budget Vs Actuals (BVA's) and work with program teams to finalize bi-weekly, monthly and quarterly adjustments in accordance with donor requirements.
- Maintain the Fixed Asset register and the Risk register and updating on monthly basis or as when replaced/mitigated respectively.
- Prepare and issue procurement requests, including Request for Quotes, Quotation analysis for procurement committee and preparing the local purchase orders
- Supports in preparing of power points presentations and reports for senior management when need arises.

July 2020-July 2021: Hotel Accountant

Joventure Hotel Limited

- Created payment vouchers for various financial transactions, ensuring that all payment documentation was accurate, complete, and compliant with company policies.
- Assisted in the development and monitoring of the hotel's annual budget, tracking expenses, and revenue against budgeted figures, and providing recommendations for cost-saving measures when necessary.
- Managed accounts payable by processing vendor invoices, ensuring timely payments, and reconciling accounts. Additionally, handle accounts receivable, invoicing guests, and tracking payments.
- Oversaw the payroll process, ensuring that employees are paid accurately and on time, while also deducting and remitting taxes and other deductions as required by law.
- Implemented and maintained internal controls to safeguard the hotel's financial assets, prevent fraud, and ensure compliance with accounting regulations and company policies.
- Closely working with procurement teams, general manager, and other stakeholders to develop and implement risk management strategies and compliance protocols to safeguard the hotel's interests and ensure the successful execution of hotels objectives.
- Maintain up to date payroll records, ensuring confidentiality, completeness and accuracy of staff documentations
- Conducted financial analysis to identify trends and opportunities for revenue enhancement and cost reduction, providing recommendations to management for improving the hotel's financial performance.
- Review the weekly, monthly petty cash and bank reconciliations to ascertain completeness alongside the month and year end procedures.
- Filing of the statutory compliances taxes i.e VAT, Tourism levy, Income Tax

July 2020-October 2020: Payroll Accountant

Lakeways Commercial Agencies Ltd

- Accurately processed employee payroll on a timely basis, ensuring that all wages, salaries, overtime, bonuses, and other compensation elements were calculated correctly and in compliance with labor laws and company policies.
- Deducted and remitted payroll taxes, including income tax, Social Security contributions, and any other relevant deductions, while staying up-to-date with changes in tax laws and regulations.
- Maintained records of employee attendance, leave balances, and payroll data. Ensure that all payroll-related documents are well-organized and readily accessible for audit or reporting purposes.
- Reconciled payroll accounts to ensure accuracy and resolve any discrepancies promptly. This includes reconciling payroll expenses, tax withholdings, and benefit deductions.
- Prepared and filed all required payroll-related reports and submissions, such as tax filings, reports to government agencies, and year-end statements, to ensure the company complies with all legal requirements.

June 2020-July 2020: Accountant***ACK ST LUKE'S Ogande Dispensary***

- Ensured accurate and timely management of payroll and the filing of statutory deductions and tax returns, including NHIF, NSSF, PAYE, and VAT, to maintain compliance with legal and financial regulations.
- Maintained financial records for the dispensary, including expenses, revenues, and petty cash transactions, using appropriate accounting software or tools.
- Monitored and recorded all expenses incurred by the dispensary, ensuring that they were properly categorized and supported by relevant documentation, such as receipts and invoices.
- Performed bank reconciliations to ensure that the dispensary's financial transactions matched with bank statements, identifying and resolving any discrepancies.

June 2019 - July 2019: Finance Intern***Smoothtel & Data Solutions Ltd***

- Assisted in data entry tasks related to financial transactions, including recording expenses, invoices, and revenue entries into accounting software or spreadsheets.
 - Helped with bank and account reconciliations to ensure financial records aligned with bank statements and other financial documents.
- Prepared and processed expense reports, ensuring employees' expenses are accurately documented and comply with company policies.
- Analyzed budget data and financial statements, identifying trends, and providing insights to support decision-making by the finance team or management.
- Organized and maintained financial documents, such as invoices, receipts, and financial reports, ensuring they were filed appropriately for easy access and audit purposes.

May 2017 – September 2017: Intern (Bursar's office)***Ogande Girls' High School***

- Managed student accounts, including tracking outstanding balances, issuing receipts, and responding to inquiries from students and parents regarding fee payments.
- Prepared financial reports and statements for the school administration, including income and expenditure reports, balance sheets, and cash flow statements.

May 2016 - September 2016: Accounts Clerk***Ogande Girls' High School***

- Handle accounts payable tasks, which involve processing vendor invoices, verifying the accuracy of charges, and ensuring that payments to suppliers and service providers are made on time.
- Performed bookkeeping tasks, including maintaining the cash book and ensuring that all financial transactions were accurately recorded and balanced.

June, 2015- August, 2015: Attachment***Global Computer Training***

- Collaborated with computer training instructors to set up computer labs, prepare training materials, and offer technical assistance to participants during training sessions.
- Oversaw the registration process for training programs, meticulously collecting participant information, processing payments, and ensuring participants gained access to the required resources.

SKILLS

- Financial Management & Analysis
- Budgeting and Variance Analysis
- Payroll Administration
- Compliance and Protocol
- Accounts Payable and Receivable
- Internal Controls and Risk assessment
- MIS Skills
- Administrative Skills
- Program Management Skills

TRAININGS AND DEVELOPMENT

October 2024: Enumerator Training by IOM Kenya on PDM(FGD and KIIs)

September 2024: Certificate in Enterprise Risk Management and Analysis (ALISON)

November 2023-April 2024: Trained and awarded certificate in Protection from Sexual Exploitation, Abuse and

PERSONAL ACHIEVEMENTS

Jan 2023-DATE: ACK Christ The Healer Cathedral Parish Homabay (Treasurer)

July 2023-DATE: Kenya Red Cross Society (LifeMembership)

Sept 2018- Jan 2019: Elected as a committee member in the treasury docket of Kenyatta University Christian Union

Nov 2017-Dec 2020: Elected as a youth organizing secretary for The Good Shepherd Ogande Parish.

Sept 2017-Jan 2019: Elected as a class rep of Kenyatta University Economic Students Association

REFEREES

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Helen Keller International

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