

KEVIN WALIUBA WAFULA

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PROFESSIONAL SUMMARY

Accountant with over 8 years of experience in healthcare, public sector, NGO, and donor-funded project environments. Strong background in financial reporting, budgeting, payroll management, grants accounting, audits, and compliance with public finance regulations. CPA qualified with proven ability to support management decision-making and strengthen internal controls.

CORE COMPETENCIES

Financial Reporting | Budgeting & Forecasting | Grants & Donor Compliance | Payroll Management | Public Finance & Taxation | Audit Preparation | Cash Flow Management | Bank Reconciliations | QuickBooks | MS Excel

PROFESSIONAL EXPERIENCE

Senior Accountant

Kiminini Cottage Mission Hospital – Kitale

May 2024 – Present - Analyze, verify, and authorize hospital payments and maintain accurate accounting records. - Prepare bank reconciliations and monitor cash flow status. - Coordinate supplier payments and liaise with banks on financial transactions. - Work with claims department to ensure accurate billing and timely insurance reimbursements. - Prepare monthly and annual financial reports for management and the Board. - Prepare payroll and ensure timely remittance of statutory deductions. - Coordinate budgeting process and present departmental budgets for approval.

Project Accountant

Catholic Diocese of Kitale – Kitale

January 2017 – April 2024 - Managed financial operations for administrative and donor-funded programmes. - Prepared budgets, monitored expenditures, and enforced budgetary controls. - Prepared timely management, donor, and statutory financial reports. - Conducted bank reconciliations and managed cash flow. - Provided financial advice to department heads and senior leadership. - Supported internal and external audits and implemented audit recommendations. - Ensured compliance with donor requirements (USAID, CRS and other partners).

Project Accountant (Selected Donor Projects)

USAID AMPATHPlus OVC Project | USAID MWENDO OVC Project | CRS / KCCB Peace Project

EDUCATION

Bachelor of Commerce (Procurement & Supply Chain Management)
University of Nairobi | 2013 – 2017

Certified Public Accountant (CPA)
Wings College of Accountancy | 2018 – 2021

Kenya Certificate of Secondary Education (KCSE)
Kapenguria Boys High School | Grade A-

CERTIFICATIONS & PROFESSIONAL MEMBERSHIP

- Certified Public Accountant (CPA)
- Associate Member, ICPAK (No. 3501)
- QuickBooks Accounting (Levels 1–3)

TECHNICAL SKILLS

QuickBooks Accounting | MS Excel | MS Word | Payroll Systems | Financial Information Systems

LANGUAGES

English | Swahili

REFERENCES

Available upon request.

I consent to the processing of my personal data for recruitment purposes in accordance with applicable laws.