

CURRICULUM VITAE

LUMATETE IRINE

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EXECUTIVE SUMMARY

Irine is a seasoned Public finance management professional with over 17 years' experience in the Public sector, 12 of which are from institutions of Higher Learning. I bring on board my vast accounting expertise and experience in addressing and making complex decisions to ensure smooth and efficient operations of the support functions in the achievement of the institution's mandate while building the institution on a sound financial management base to ensure sustainability.

A highly organized, detail oriented and dependable professional who has the ability to apply her accounting knowledge and experience to a diverse range of financial issues. Irine is hardworking with high level of integrity, dedicated with high level of team spirit and ambitious leader who possesses strong theoretical and practical knowledge of generally accepted accounting principles. As a superb communicator she is able to get the best out of people and on personal level, she has a desire for continual professional growth.

Irine is an expert in dealing with complex financial information and leveraging analytical techniques to maintain compliance. She is attentive to details, trends in financial data and changing laws. The experience gathered both as a financial expert and an academician has helped in understanding the dynamisms in the labour market/industry hence the need for market driven programs at both technical and university level.

Irine is also a mentor for trainee Accountants affiliated to ICPAK Western Branch, a role that excites me for making an impact in the professional growth of upcoming accounting professionals.

ACADEMIC BACKGROUND

2020 to date	Masinde Muliro University of Science and Technology	PhD- Accounting
2009 to 2011	University of Nairobi	Master of Business Administration- <i>Finance Option</i>
2002 to 2006	University of Nairobi	Bachelor of Commerce- <i>Accounting Option</i>
1997 to 2000	Booker Academy, Mumias	K.C.S.E- Attained A-(Minus) .
1988 to 1996	Mwitoti Primary School	K.C.P.E- <i>524 out of 700 marks</i>

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SKILLS

- Interpersonal skills
- Communication skills and Teamwork
- Analytical skills
- Public finance, budgeting, forecasting and financial reporting skills

PROFESSIONAL QUALIFICATIONS

- Certified Public Accountant (C.P.A K)
- Certified Public Secretaries (C.P.S K)
- Certified Trustee of Kenya
- Certified Fraud and Forensic Examiner (Ongoing)

ICT COMPETENCY:

Operating Systems: Windows 2007, 2008, 2010

Spread sheets: Ms-Excel, Ms Access, SPSS

Accounting Software: Sage, QuickBooks, SAP, ABNO

ACCOMPLISHMENTS AND AFFILIATIONS

Accomplishments

- Achieved qualified audit opinion for 4 consecutive years through efficient utilization of financial resources and assets and instilling proper internal controls
- Achieved efficiency of operations through recommendation for acquisition of an ERP system at MMUST and KAFUCO
- Process owner for the Finance Department Quality Management System processes and procedures as per ISO 9001:2018 Standard
- Certified QMS /ISO Internal Auditor
- Developed the Kaimosi Friends University College Finance Policy,2022 and procedure manuals
- Member of Kaimosi Friends University College 2018-2023 and 2023-2028 Strategic Plan Development Committee
- Supervised and mentored a team of 32 accountants in MMUST and currently 15 in Kaimosi Friends University.
- Recognized by management for delivering exceedingly on Performance contract targets for FY 2022/2023
- Recognized by KASNEB for emerging the best candidate in paper, “Boardroom Dynamics” for Certified Secretaries in April 2023 sitting.

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Affiliations

- Member of the Institute of Internal Auditors M No.1372818
- Member of Institute of Certified Public Accountants of Kenya(ICPAK) M No.16901
- Member BOG Ebukanga Technical and vocational training Institute
- Member of Strategic Plan Implementation Committee Kaimosi
- Trustee KAFUCO SRBS pension scheme and Chair, Finance and Investment Committee of the scheme Friends University College
- Trainer in the School of Business, Department of Finance and Accounting, Kaimosi Friends University College
- Member of University Management Board Kaimosi Friends University
- Member of University Academic Board Trustee of Kaimosi Friends University Pension Scheme
- Member of the University Appointments and Promotion Committee Kaimosi Friends University
- Member of University Scholarship Committee Kaimosi Friends University
- Member of University Performance Contracting Committee Kaimosi Friends University
- Member of University Staff Establishment, Training, Appraisal and Welfare Committee
- Secretary to the University Planning and Finance Committee Kaimosi Friends University
- Member of Contract Implementation Team for the University Capital Projects
- Member of the Income Generating Unit Board at Kaimosi Friends University

WORKSHOPS, SEMINARS AND CONFERENCES ATTENDED

<i>PERIOD</i>	<i>NATURE</i>
2009	ISO 9001: 2008- QMS Training
29 March to 1 April 2010	Fraud investigation, Detection and Prevention Course
2016-2023	Attended Several Workshops and Conferences organized by ICPAK
2021	Senior Management Course by Kenya School of Government
2023	Strategic Leadership Development Program by Kenya School of Government

PROFESSIONAL MEMBERSHIP AND PUBLICATIONS

Professional Membership:

- Member of the Institute of Internal Auditors- Member No.1372818
- Member of Institute of Certified Public Accountants of Kenya(ICPAK)-
Member No.16901

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Publications:

- **Lumatete I. & Ondieki B. A** (2021). Budget and budgetary control system as a tool for decision making in an organization. Case study of Kenyan public universities. International Journal of Finance and Accounting. ISSN(e):2314-2896 Vol.2 No.2 April 2021.
- **Lumatete I.** (2021). The effect of capital adequacy regulations on performance of Savings and Credit Cooperative Societies in Kakamega County. Journal of Business and Strategic Management. ISSN(e):2710-2742 Vol.2 No.2 Page 208-213 April 2021.
- **Lumatete I.** and Otuya W. (2021). “Effects of Internal Control on Financial performance” International Journal of Finance and Accounting, ISSN 2314-2896, Vol 2, Issue 2, pg 9-12.

WORK EXPERIENCE:

JANUARY 2023 TO DATE: Finance Officer, Grade 15- Kaimosi Friends University

Key Responsibilities:

- Responsible for Planning, directing, coordinating, and supervising the Finance department.
- Responsible over the full accounting function and the accounting cycle for all University transactions.
- Ensure the general ledger is updated on a daily basis so as to ensure correct extraction of the trial balance and other financial statements
- Directly and strictly supervise and support the heads of sections in carrying out their responsibilities and setting targets for the sub-section (s).
- Ensure maintenance of up to date and accurate books of accounts in accordance with accepted policies and procedures. This will include institutional, Government, and other relevant financial regulations in the performance of the accounting functions.
- Assist in monthly and year end closings of accounts and accounts analysis. Resolve any accounting discrepancies and irregularities therein.
- Responsible for authorizing payments and imprests before they are forwarded for processing.
- Confirm that requests for payments are as per laid down procedures.
- Certify and verify returns, documents, vouchers, monitor collection of revenue and utilization of funds.
- Ensure expenditures are within the voted allocations by continuous monitoring of budgetary allocations and forecasted activities.
- Ensure backup of all financial and accounting data and systems of the University.
- Liaise with both internal and external audit
- Established and enforced controls on revenue and expenses to protect the institution’s assets.
- Maintained a responsive organization with sustained revenue growth through industry

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forecast, monitoring and deliberate financial planning.

SEPTEMBER 2016 TO DECEMBER 2022: Deputy Finance Officer, Grade 14- Masinde Muliro University of Science and Technology/Kaimosi Friends University

Key Responsibilities:

- Directly and strictly supervise and support the heads of sections in carrying out their responsibilities and setting targets for the sub- section (s).
- Ensure maintenance of up to date and accurate books of accounts in accordance with accepted policies and procedures. This will include institutional, Government, and other relevant financial regulations in the performance of the accounting functions Assist in monthly and year end closings of accounts and accounts analysis.
- Responsible for authorizing payments and imprests before they are forwarded for processing.
- Confirm that requests for payments are as per laid down procedures.
- Certify and verify returns, documents, vouchers, monitor collection of revenue and utilization of funds.
- Ensure expenditures are within the voted allocations by continuous monitoring of budgetary allocations and forecasted activities.

DECEMBER 2014 TO AUGUST 2016: Senior Accountant, Grade 13- Masinde Muliro University of Science and Technology

Key Responsibilities:

- Assist in monthly and year end closings of accounts and accounts analysis and in resolving any accounting discrepancies and irregularities therein.
- Responsible for authorizing payments and imprests before they are forwarded for processing.
- Confirm that requests for payments are as per laid down procedures.
- Certify and verify returns, documents, vouchers, monitor collection of revenue and utilization of funds.
- Ensure expenditures are within the voted allocations by continuous monitoring of budgetary allocations and forecasted activities.
- Ensure backup of all financial and accounting data and systems of the University.

AUGUST 2012 TO NOVEMBER 2014: Internal Auditor, Grade 12- Jomo Kenyatta University of Agriculture and Technology (JKUAT)

Key Responsibilities:

- Review risk assessment and risk management by ensuring risks are identified, measured, prioritized and responded to.
- Audit as per work plan prepared on risk basis

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- Review and assess adequacy of internal controls, financial controls, accounting systems and reporting structures to ensure effectiveness
- To review the systems established to ensure compliance with set policies, plans, procedures, laws and regulations
- Carry out audit investigations

FEBRUARY 2008 TO JULY 2012: Internal Auditor, JG L- Kenya Institute of Special

Education (KISE)

Key Responsibilities:

- Ensuring that the Institute's strategy is being implemented according to the laid down policies and procedures
- In charge of staff working in the internal audit department
- Participating in the preparation and implementation of Strategic plan and operational policies
- Ensure compliance with the laid down internal controls
- Verification of payments before they are made
- Checking the soundness of accounting procedures and reliability of financial records and reports
- Verify monthly payroll

DECEMBER 2006 TO FEBRUARY 2008: Accountant- Institute of Internal Auditors- Kenya

Chapter

Key Responsibilities:

- Bank reconciliation, preparing payment vouchers and posting of transactions
- Preparation of final accounts
- **Trainer** for Diploma in Internal Auditing course offered by the Institute of Internal Auditors in collaboration with KCA.
- **Training Officer**, Institute of Internal Auditors Kenya Chapter.

2001 TO 2005: Participated in community theatre focusing on HIV/AIDS awareness in Lurambi constituency, Kakamega district

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REFEREES:

1. Prof.O.M.J Nandi
Ag.Vice Chancellor
Kaimosi Friends University
P.O Box 385-50309
KAIMOSI
Tel:0720-321-858
2. Prof. Joseph Kibet Rotich
Vice Chancellor,
Laikipia University
P.O Box 1100-20300
NYAHURURU
Tel 0729 717466
3. Mr. Simon G. Kimotho
Chief Internal Auditor
JKUAT
P.O Box 62000-00200,
NAIROBI.
Tel:0719164148