

CURRICULUM VITAE

PERSONAL DETAILS

Name Betty Joyce Matianyi
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Email bettymatianyi78@gmail.com
Nationality Kenyan
Marital status Married
Year of Birth 1979
Religion Christian
Sex Female
Address 190-50100 KAKAMEGA

EDUCATION BACKGROUND

2019: Masters in Business Administration (Finance Option) Jomo Kenyatta University of Agriculture and Technology.

2014: Bachelor of Commerce (Accounting Option) Masinde Muliro University of Science and Technology.

2008: Higher Diploma in Business Management: Kenya Institute Of Management

1996: O-level K.C.S.E C+ mean grade

PROFESSIONAL QUALIFICATIONS

2019- Masters in Business Administration (Finance option)

2014- Bachelor of Commerce (Accounting Option)

2011- Certified public accountant final part 111(CPA-K)

2010- Certified public accountant part 11

2011- Certified public accountant part 1

2008- Diploma in business management

TRAINING AND SEMINARS

2019- Participated and awarded the qualification of ISO 27001 Certified ISMS foundation ISO/IEC 27001:2013.

2018- Attended workshop on Public Sector Financial Management Reporting for continuous improvement in public sector entities financial reporting.

2015- International public sector accounting (IPSAS) Kenya School of Government

2015- Training on Performance Contracting held at Masinde Muliro University of Science and Technology

2015- Training on confidentiality and security of Information conducted by National Intelligence Security held at Masinde Muliro University of Science and Technology.

2014 - Institute of certified public accountant training on international standards and principles in relation to changing reporting environment in public sector held at Golf Hotel Kakamega

2014 - Institute of Certified public Accountant Workshop on risk management and Accounting for public sector held at Golf Hotel Kakamega.

MEMBERSHIP

A member of Institute of Certified Public Accountant (ICPAK) Member number (24988)

COMPUTER SKILLS

2014-ERP accounting system

2009- Computerised accounting packages. Quick Books premier 2009 and Sage200)

2008- Computer packages (MS word, MS Excel, MS PowerPoint, MS Access, internet and E-mail)

CAREER HISTORY AND EXPERIENCE

2020- Bank Reconciliation Accountant Masinde Muliro University of Science and Technology

2019- Student Finance Accountant Masinde Muliro University of Science and Technology

2017- Revenue Accountant at Masinde Muliro University of Science and Technology

2014- Expenditure Accountant at Masinde Muliro University of science and technology

2011- Accountant at Wevarity Sacco

2009 – An administrative accountant at Kakamega School of Professional Studies

2008 – Accounts assistant on contract Mumias Sugar Company.

CAREER OBJECTIVE

To become a Finance Director in an institution, where enthusiasm, skills and experience in finance and accountancy can be put to good use in achieving sound decisions in accountancy and financial management that help the institution in adapting to dynamic changing environment.

CAREER PROFILE

- Competence to present financial information both oral and written forms
- Ability to work in an environment with varied elements of gender, class, language, culture and religion.
- Ability to plan organize and provide timely and accurate financial and management reports.
- Strong believes in integrity and teamwork. With regard to discipline and independency of mind.
- A dynamic, self-motivated, committed individual, with strong interpersonal and communication skills, and ability to work under pressure and to take instructions.

KEY SKILLS

- Preparation and interpretation of final accounts
- Preparation, analysis and interpretation of performance variances
- Thorough understanding of International public Sector Accounting Standards and financial procedures
- Analyze, develop and document accounting and cost procedures and controls
- Planning, analysing and scheduling activities of the accounting function
- Preparation of cashbook and bank reconciliation statements
- Proficiency in use of a computer with knowledge on data and financial management and accounting software.

RESEARCH

Effect of liquidity management practices on the financial performance of Deposit taking Saccos in Kakamega County.

CURRENT DUTIES AND RESPONSIBILITIES

- Undertake and review of all bank reconciliation statements

- Ensure that all student billings are carried out in strict compliance with appropriate approved fees structure
- Ensure that all third party funds are accurately and correctly allocated to the right beneficiaries
- Ensure accurate allocation of HELB funds and reconciliation of unused balances
- Ensure all request from students are reviewed and acted upon within approved regulations within reasonable timelines.
- Review all students' accounts for accuracy and error correction.
- Review graduation lists and ensure that only fully paid students are cleared for graduation.
- Supervise and mentor staff under my leadership
- Produce a semesterly report on all third party funds
- Compliance with the University Financial Regulations and Circulars,Act,PPADA,Public audit and all relevant Financial Regulations and Circulars
- Ensure continuous adherence to ISO quality objectives and procedures

EXPECTED OUTPUTS

- Monthly Financial Reports by 5th of the Succeeding month
- Monthly third party Accounts reports by 5th of the succeeding month
- Quarterly Reports and financial statements by 5th of the succeeding month after the quarter
- Annual report and financial statements by 30th June of every year

INTERESTS AND HOBIES

- Participation in community outreach activities
- Singing in church choir

REFEREES

1. Everlyne Anziya

Accountant,
Kibabii University

3. Ben Oseno

Lecturer: School of Business and Economics (SOBE)
Masinde Muliro University of Science and Technology
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