

JOHN MWANGI

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Volunteer

Over 5 Years of Experience

Results-oriented NGO Accountant with over 5 years of experience in financial reporting, grants management, and donor compliance. Skilled in maintaining transparent accounting systems, managing multi-donor budgets, and ensuring alignment with both local regulations and organizational policies. Passionate about promoting accountability and supporting sustainable community programs through sound financial stewardship.

Skills

Donor and grants accounting	Budget preparation and monitoring
Financial reporting and reconciliation	Cash flow and expense management
Audit preparation and compliance	Procurement and asset management
ERP and accounting systems	Payroll processing and statutory deductions
Financial analysis and documentation	

Work Experience

Volunteer – Care International, Nairobi | 2018 – Present

- Manage and reconcile financial transactions for five donor-funded projects totaling over KSh 150 million annually.
- Prepare monthly and quarterly financial reports in line with USAID and EU compliance standards.
- Monitor project budgets and alert program managers on expenditure trends to prevent over- or under-spending.
- Conduct periodic internal audits and ensure full adherence to procurement and accounting procedures.

Project Manager- Red Cross Society, Nyeri | 2014 – 2018

- Maintained financial records for education and child protection programs funded by UNICEF and DFID.
- Oversaw cash management for field offices and reconciled petty cash balances monthly.
- Assisted program leads in preparing annual budgets and financial forecasts.

- Managed vendor payments and ensured compliance with organizational procurement policies.

Education

- University of Nairobi

Bachelor of Arts in Sociology and Community Development – 2015

Licenses & Certifications

- Certified Public Accountant (CPA-K) – Ongoing (Section 5)
- Certificate in NGO Financial Management – Strathmore Business School, 2022
- Training in Donor Compliance (USAID, EU, DFID) – 2023

References

Available upon request.