

JOHN MWANGI

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Finance Officer

Over 7 Years of Experience

Analytical and dependable Finance Officer with over 7 years of experience in financial management, grant reporting, and donor compliance within the NGO sector. Skilled in budgeting, auditing, and ensuring transparency in the use of project funds. Passionate about supporting impactful programs through accurate financial reporting and efficient resource utilization.

Skills

Financial planning and budgeting	Donor and grant reporting (USAID, EU, UNHCR)
Accounts reconciliation and audit support	Payroll and statutory compliance
Procurement and expenditure tracking	Financial risk management
Use of accounting software	Capacity building and financial training

Work Experience

Finance Officer – Care International, Nairobi | 2018 – Present

- Managed financial reporting for projects valued at over KES 150 million, ensuring full compliance with donor and organizational policies.
- Prepared monthly, quarterly, and annual financial reports for internal and external audits with zero audit queries for three consecutive years.
- Supported project managers with budget forecasting and expenditure tracking, achieving 98% budget utilization across all active grants.

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

- Processed payments, managed petty cash, and prepared journal entries for multiple donor-funded projects.
- Maintained detailed financial records and supported the preparation of donor financial reports.
- Monitored advances and ensured timely liquidation in compliance with donor timelines.

Education

University of Nairobi

Bachelor of Commerce (Finance Option) – 2014

Licenses & Certifications

- Certified Public Accountant (CPA-K) – ICPAK, 2019
- Certificate in Donor Financial Management – 2021

References

Available upon request.