WYCLIFFE ODHIAMBO NYAKWAKA

Accounting, Audit & Finance Specialist

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PROFESSIONAL SUMMARY

Results-driven Accounting and Finance professional with more than 3 years' experience on audit, financial management, payroll administration, and project accounting across non-profit and corporate environments. I have ability to manage full-cycle accounting operations, ensure regulatory compliance with Kenyan statutory requirements (KRA, NSSF, NHIF), and produce IFRS/GAAP-compliant financial statements. Adept at mentoring teams, driving internal controls, and supporting strategic decision-making through accurate financial reporting. Currently advancing toward CPA II certification (KASNEB).

WORK EXPERIENCE

Accountant | STIPA – Support for Tropical Initiatives in Poverty Alleviation, Kisumu

June 2025 – Present

- Manage the full Finance Department including general ledger, accounts payable/receivable, and financial controls.
- Prepare monthly financial reports, cash flow forecasts, and budget-versus-actual variance analyses for management review.
- Process staff payroll and ensure timely remittance of statutory deductions (PAYE, NSSF, NHIF, HELB) in compliance with KRA regulations.
- Facilitate budgeting and financial planning for project proposals submitted to donors and partner organizations.
- Oversee internal and external audits, implementing audit recommendations to strengthen internal controls.
- Mentor junior finance staff on accounting procedures, policies, and compliance standards.
- Development of project proposals for funding from prospective donors.
- Maintain accurate ledgers, reconciliations, and transaction records using QuickBooks.

Audit Intern | Obwanga & Associates Audit and Consultancy Firm

May 2024 – May 2025

- Executed full audit cycles including planning, risk assessment, fieldwork, and preparation of audit reports.
- Prepared financial statements in accordance with IFRS, GAAP, and IPSAS standards.
- Maintained and reconciled accounting records, ensuring accuracy of transaction postings.
- Assisted in identifying internal control weaknesses and drafted management letters with remediation recommendations.
- Gained exposure to audit engagements across diverse sectors including NGOs, churches, schools, and SMEs.

Accounts Clerk (Part-Time) | Holy Trinity Church of Africa

October 2024 – Present

- Prepare monthly financial reports and maintain organized financial records for church management.
- Process staff salaries and statutory deductions, ensuring compliance with applicable policies.
- Conduct monthly bank reconciliations and oversee petty cash management.

EDUCATION & CERTIFICATIONS

Bachelor of Business Administration with IT (Accounting Option) *2020 – 2024*
Maseno University

Certified Public Accountant (CPA) – Kenya *In Progress*
KASNEB – CPA I Completed; currently preparing for CPA II

CORE COMPETENCIES

Financial & Reporting
- Financial Reporting & Analysis
- IFRS / GAAP / IPSAS
- Budgeting & Forecasting
- Variance Analysis
- Cash Flow Management

Audit & Compliance
- Internal & External Auditing
- Internal Controls Design
- Risk Assessment
- Statutory Compliance (KRA)
- Payroll & Deductions (PAYE)

Tools & Operations
- QuickBooks
- MS Excel (Advanced)
- Procurement Management
- Project Accounting
- Staff Mentorship
- Project/Business Proposal Development
- Website Development

KEY ACHIEVEMENTS

- Developed an award-winning business plan and project proposal for a prospective donor; the proposal was approved and secured full project funding for the organization.
- Managed departmental finances for a busy NGO, ensuring zero audit findings during external review at STIPA.
- Completed CPA Part I examinations and maintained studies toward full CPA qualification while working full-time.
- Successfully prepared financial statements aligned with IFRS/GAAP/IPSAS for multiple clients during audit internship.
- Built and maintained a personal professional portfolio website demonstrating commitment to continuous learning and digital presence.

PROFESSIONAL REFERENCES

Available upon request.