

# CURRICULUM VITAE

## Contact information

<b>First name:</b>	Simon	<b>Middle name:</b>	Maina	<b>Last name:</b>	Waithaka
<b>Nationality:</b>	Kenyan				

## Address details

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## Education

Type of qualification(School/college/University)	Year obtained:
PhD in Entrepreneurship - Jomo Kenyatta University of Agriculture & Technology. Title of Thesis: “ <i>Factors that Influence the Social Performance of Microfinance Institutions in Kenya</i> ”	2013
MBA- Finance & Strategic management (Kenya Methodist University)	2009
Diploma in Education-Kagumo Teachers College	1992
KACE 6pts-Kangaru School Embu	1989
KCE Div 1-Kitui High School	1987

## Professional Qualifications and Training

Type of qualification:	Year obtained:	Description:
Certified Public Secretary (K)-Member of ICPAK	2004	CPS(K)
Certified Public Accountant (K)- Member if ICPSK	1999	CPA (K)
Member of the Association of the Microfinance Professionals of Kenya	2013	AMPK
Training of Trainers in Agriculture Value Chain Financing -FAO	2014	

## Work History

### List of current/most recent jobs :

<b>Job title 1 :</b>	Chief Executive Officer	<b>Company/Org name:</b>	SISDO
<b>Nature of organization/Company</b>	Microfinance Institution with 16 branches Country wide focusing on funding Agriculture.		
<b>Date from:</b>	January 2013	<b>Date to:</b>	Date

### Short summary of job/role:

Reporting to the Board of Directors, a strategic thinking, decision making skills to provide leadership in development, execution and achievement of SISDO's strategic objectives.

- Holding overall responsibility for the performance of the institution, as per the business plan and benchmarks. Promptly developing and recommending corrective action plans in case of adverse developments. Supervise, co-ordinate, implement, expand and consolidate the existing operations.
- Overseeing preparation of the annual budgets and co-coordinating the execution of all activities of the institution, extending and maintaining client relations, monitoring and responding to the needs of the institutions clientele, and ensuring the development and marketing of a broad range of products, in line with the institution's strategy. Preparing annual action plan and implementing per the time lines indicated therein
- Holding responsibility for ensuring the efficient and sound management of the financial resources of the institution and for the management of the risks related to the business. In this context, ensuring the high quality of the portfolio, the sustained monitoring of the portfolio performance, and the active enforcement of recovery policies as well as fundraising.
- Holding responsibility for the proper implementation of high standard internal controls and procedures to ensure safeguard of institution's activities, operations, assets and data.
- Ensure internal audit procedures are conducted on periodic and regular basis to ensure integrity of operation and data and recommendations are appropriately implemented as well as facilitating annual and ad hoc external audits, and ensure that all required information,

workings and schedules are provided to external auditors in a timely manner

- Conducting periodic and regular visits to various branches and sub-branches to provide management and operational oversight;
- Holding overall responsibility for the recruitment and management of the staff of the institution, their training and capacity building, performance management and the formulation and implementation of personnel policies.
- Performs other related work as required.

<b>Job title 1 :</b>	Finance & Administration Manager	<b>Company/Org name:</b>	Habitat for Humanity Kenya
<b>Nature of organization/Company</b>	Habitat for Humanity® Kenya is a non-profit, non-governmental Christian housing organization. It is the National Office for Habitat for Humanity International.		
<b>Date from:</b>	July 2011	<b>Date to:</b>	Date

**Short summary of job/role:**

- Develops, plans and implements goals and objectives for the finance and administration department, prepares and administers internal policies and procedures relating to departmental program activities; interprets and explains applicable rules, laws and regulations to supervisors and others.
  - Directs, oversees and participates in the departmental program work plan; assigns work activities, finance and administration projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures; implements needed work process and automation improvements and methods for improving customer service.
  - Manages the preparation and maintenance of a variety of financial records and reports, including those related to the general ledger, accounts payable, accounts receivable, payroll, job costing, inventories, budgets and fixed assets; ensures the purchasing of materials, supplies and equipment are conducted in accordance with National Office policies and procedures.
    - Oversees preparation and presentation of the National Office’s annual budget; supervises data gathering and financial planning work associated with rate setting; prepares rate analyses.
  - As Treasurer, oversees cash management, investment, and debt management activities.
  - Coordinates departmental activities with other departments and divisions; provides responsible advice and counsel to the National Director, and department and division managers on a variety of financial and administrative issues; oversees the maintenance of departmental records and files; administers liability claims and property insurance programs.
- Manages information technology support services for the National Office including installation,

maintenance and upgrade of both mainframe and network based applications pursuant to an information technology master plan; through user groups and other means, explores opportunities to improve efficiency and productivity through user friendly information technology enhancements.

- Conducts financial reviews of National Office's operations and activities and reports findings and recommendations to the National Director and Board of Directors; serves as liaison with external auditors and coordinates their activities on behalf of the National Office.
- Attends Board of Director and Board Committee meetings; prepares and presents staff reports and agenda items for consideration by the Board; serves as advisor to the National Director and Board as to financial planning and administration.
- Coordinates preparation of the annual budget request for the finance and administration department; reviews staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves purchase requisitions.
- Interviews and hires new staff; prioritizes, assigns and reviews work; approves time off for payroll purposes, and prepares employee performance evaluations; monitors and participates in employee relations activities within the department.
- Performs other related work as required.

<b>Job title 2:</b>	Finance & Administration manager	<b>Company/Org name:</b>	BIMAS
<b>Nature of organization/Company</b>	BIMAS is a microfinance institution currently undergoing transformation into a deposit taking MFI		
<b>Date from:</b>	Sept 2007	<b>Date to:</b>	June 2011

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<b>Job title 3:</b>	Chief Accountant	<b>Company/Org name:</b>	Christian community Services of Mt Kenya East
<b>Nature of organization/Company</b>	Church NGO involved in poverty alleviation in the in the Eastern, Central and North Eastern provinces		
<b>Date from:</b>	May 2003	<b>Date to:</b>	Sept 2007

- Overseeing the recording and updating of all organisation's financial transactions.
- Supervising eight account's assistants in eight stations.
- Overseeing preparation of quarterly accounts and reports
- Participation in proposal writing including budgets used for fund raising. (Organisation operational budget of over Kshs 200 million p.a)
- Receiving and reviewing together with the programmes manager, quarterly budgets from seven stations and ensuring expenditure is in line with the agreed budgets, donor restrictions, and the organisation policies.
- Preparing financial reports plus other periodic reports as per donor requirements. h of Canada,
- Facilitate half and end of year external audits and responding to audit queries arising thereon.
- Ensuring that the accounts comply with individual donor requirements and statements of

recommended accounting and auditing Practices (SORAAPS) and international accounting standards.

- Attend board meetings and assisting the Executive Director on queries relating to the finances of the organisation.
- Provide assistance in human resource services for a staff of 109 members.
- Participate in co-ordinating staff recruitment, transfers, training, and development and performance appraisal as a member of staff management team.

<b>Job title 4 :</b>	Managing Partner	<b>Company/Org name:</b>	Maina Waithaka & Associates Certified Public accountants
<b>Nature of organization/Company</b>	Audit firm		
<b>Date from:</b>	Oct 2000	<b>Date to:</b>	April 2003

- Audit: Review of existing accounting system, management audit, statutory audit, internal control systems review, and review of business plans.
- Tax and legal services: Tax compliance and consultancy services (corporate and personal) VAT returns and VAT return audit, PAYE audit, company incorporation and administration.
- Consultancy: Business review and management, going concern analysis, liquidity advice, facilitating training on financial management for community based projects and micro-enterprises.

#### **Area of Specialization and recent key achievements**

Area: Microfinance

1. Member of management steering committee that was overseeing the process of BIMAS transformation to a deposit taking Institution.
2. Initiated the implementation of Social Performance Measurement for BIMAS using the PPI.
3. Participant of the Africa Microfinance Growth Centre initiative by **Unitus** funded by FSD.

#### **List of Publications**

1. Gakure, R. W., Ngugi, J. K., Ndwiga, P. M., & Waithaka, S. M. (2012). Effect of Credit Risk Management Techniques on the performance of unsecured Bank loans employed by Commercial Banks in Kenya. *International Journal of Business and Social Research* , 2 (4), 221-236.
2. Gakure, R. W., Waithaka, S. M., Wanjau, K., & Omboi, B. (2012). The Salient Characteristics of Microfinance Institutions in Kenya: A Case Study of BIMAS. *Research on Humanities and Social Sciences* , 2 (9), 691-702.
3. Kimani, M. S., & Waithaka, S. M. (2013). Factors affecting implementation of Talent Management in State Corporations : A case study of Kenya Broadcasting Corporation. *International Journal of Business and Social Reserch* , 3 (4), 42-49.
4. Ngugi, J. K., Gakure, R. W., Waithaka, S. M., & Kiwara, N. A. (2012). Application of Shapero's

Model in explaining Entrepreneurial Intentions among University Students in Kenya. *International Journal of Business and Social Research* , 2 (4), 125-148.

5. Waithaka, S. M., Gakure, R. W., & Wanjau, K. (2013). The Effects of Board Characteristics on Microfinance Institution's Social Performance in Kenya. *International Journal of Small Business and Entrepreneurship Research* , 1 (1), 19-34.
6. Waithaka, S. M., Gakure, R., & Wanjau, K. (2013). The Effects of Leadership Characteristics on Microfinance Institution's Social performance in Kenya. *European Journal of Business and Innovation Research* , 1 (1), 26-43.
7. Waithaka, S. M., Ngugi, J. K., Aiyabei, J. K., Itunga, J. K., & Kirago, P. (2012). Effect of Dividend Policy on Shares Prices : Case of Companies in Nairobi Stock Exchange. *Prime Journal Of Business Administration and Management* , 2 (8), 26-31.
8. Wambui, E. G., Ngugi, J. K., Waithaka, S. M., & Kaminig, C. N. (2012). Analysis of Factors that influence the implementation of performance Contracts in State Corporations: A Case of Kenya Civil Aviation Authority. *International Journal of Humanities and Social Science* , 2 (17), 283-295.
9. Waithaka, S. M., & Omboi, B. (2013). The Salient Characteristics of Microfinance Institutions Clients in Kenya : A Case Study of Business Initiatives and Management Services Company Limited. *Ugandan Journal of Management and Public Policy Studies* , 5, 56-67.
10. Gakure, R. W., & Waithaka, S. M. (2013). Factors That Hinder Innovation in Capacity Development of Education Managers. *Review of Arts and Humanities* , 1 (1), 01-20.

## REFEREES

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| <ol style="list-style-type: none"><li>1. Mr Patrick Gathondu<br/>Executive Director<br/>BIMAS<br/>P.O BOX 2299<br/>Tel. 0161-20824<br/>Embu.<br/>Email: <a href="mailto:pgathondu@bimaskenya.com">pgathondu@bimaskenya.com</a></li><li>3. Mr. Henry Ikatukhu<br/>Chair Board of Directors<br/>SISDO<br/>P.O BOX 76622-00508<br/>Tel. +254(0)203870280<br/>Nairobi.<br/>Email: <a href="mailto:ikatukhu@hotmail.com">ikatukhu@hotmail.com</a></li></ol> | <ol style="list-style-type: none"><li>2. Dr. John Karanja Ngugi<br/>Lecturer<br/>JKUAT.<br/>P.O BOX 62000-00200<br/>Nairobi.<br/>Tel. +254 725517284<br/>Email: <a href="mailto:kachmba@yahoo.com">kachmba@yahoo.com</a></li><li>4. Dr Robert Gichira<br/>Lecturer ,<br/>JKUAT<br/>P.O. Box 62000-00200<br/>Nairobi<br/>Tel. 0722-686394<br/>Email: <a href="mailto:drogichira@yahoo.com">drogichira@yahoo.com</a></li></ol> |
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