

Khwathani Muthige

Accountant/ Auditor

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Experienced Accountant/Auditor with demonstrated history of working in the auditing and accounting industry. Skilled in audits of financial statements, review of annual financial statements, Compliance audits, preparation of balance sheet accounts reconciliation. I am a highly committed individual who thrives in environments that challenge me to grow. I am a lifelong learner with a strong desire to continuously expand my knowledge and skillset.

Work Experience

Accountant

Feb 2024 - Present

Tic and Mend chartered accountants& registered auditors |Hartfield

- Importing bank transactions to accounting software.
- Bookkeeping
- Reconciliations of intercompany transactions
- Capturing bankstatements and invoices
- Processing journals
- Maintaining clients AR and AP ageing reconciliations
- Accounts reconciliations
- Following up on invoices sent to clients.
- Maintaining client's asset register.
- Preparing monthly payroll report and payslips for retainers.
- Submission of EMP201 and VAT201 for retainers.

Work Experience

Auditor

Feb 2020 - Jan 2024

Tic and Mend chartered accountants& registered auditors |Hartfield

- Conducting audits of financial statements, internal controls, VAT audits and operational processes.
- Drafting accurate and timely client reports.
- Reviewing the annual financial statements of different entities ranging from private sector to state owned/public entities

- Importing bank transactions to accounting software
- Tax audits
- Conducting risk based audits
- Reviewing the adequacy and effectiveness of business processes and controls.
- Preparing the Process, Risk and Control Analysis Matrix
- PRCAM to obtain an understanding of and to perform an analysis of the client's objectives, risks, and controls.
- Obtaining reliable and sufficient evidence for all audit procedures.
- Drafting accurate and timely client reports.
- Compliance audits
- Performing Probity audits.
- Review of bid specifications

Jnr Accountant

Jun 2016 - Jan 2020

Matobo Holdings pty Ltd

- Processing bank statements and invoices
- Bookkeeping services
- Maintaining clients AR and AP ageing.
- Following up on invoices sent to clients.
- Preparing monthly payroll report and payslips for retainers.
- Submission of EMP201 and VAT201 for retainers.
- Captured invoices and purchase orders
- Maintained data systems and ensured data accuracy

Core Skills

Analytical and numerical skills ,High integrity and confidentiality, Excellent communication and negotiation skills, Attention to detail and ability to work under pressure, Adaptability, multi-tasking, and strong interpersonal skills, Organizational, administrative, analytical, and problem-solving abilities, Testing of controls, accounting reconciliations, financial accounting, fixed asset management, financial reporting and strong understanding of IFRS, PFMA, MFMA, supply chain regulations, corporate governance, Caseware working papers, SUN, QuickBooks, Pastel partner, MS Office (Excel, word and PowerPoint).

Education

Milpark

Postgraduate Diploma in Accounting Sciences **NQF 8** Jan 2025 – Dec
2026

University of South Africa

Bachelors degree in Accounting Sciences **NQF 7** Jan 2017 – Dec
2021

University of South Africa

High certificate in Risk Management **NQF 6** Jan 2013 - Jun
2014

Accreditations/ Memberships

The south african institute of chartered accountants (SAICA), Institutue of Internal
Auditors South Africa (IIASA).

References

Available upon request