# STAINY S. M. MULENGA

Licentiate Member of ZICA | Finance & Administration Specialist

## Personal details


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Maambo Way, Elein Britel, Livingstone


## EDUCATION & PROFESSIONAL QUALIFICATIONS

- **CA Zambia Professional Qualification (Final Level)** — Final Paper Sitting: December *(Ongoing)*
- **ZICA Licentiate Qualification** — Zamtel College *(2013 – 2014)*
- **ZICA Technician Certificate** — Zambia Institute of Business Studies and Industrial Practice (ZIBSIP) *(2006 – 2007)*
- **Bachelor's Degree in Sacred Theology / Philosophy** — St. Dominic's Major Seminary *(2001 – 2006)*
- **Grade 12 Senior Secondary Certificate** — Butondo Secondary School *(1995 – 1997)*

## CORE COMPETENCIES

- **Financial Management & Reporting:** Financial Statements, Variance Analysis, Budget Preparation, General Ledger Management, Cash Flow Forecasting.
- **Audit & Compliance:**

## PROFESSIONAL SUMMARY


Results-driven and detail-oriented **Finance and Administration Officer** with over 15 years of comprehensive experience in financial reporting, grant management, budgeting, cost control, and statutory compliance across non-governmental organizations (NGOs), healthcare, microfinance, and educational sectors. Possesses a **ZICA Licentiate** credential alongside a **Bachelor's Degree in Sacred Theology**, offering a unique blend of technical accounting precision, strategic thinking, and ethical leadership. Proven track record in maintaining flawless audit readiness, managing donor funds, streamlining payroll systems, and optimizing institutional performance.


## PROFESSIONAL EXPERIENCE

**Caritas Livingstone** — *Livingstone, Zambia*
**Senior Accountant** | *January 2025 – Present*

- Oversee comprehensive financial and administrative operations across multiple project portfolios, ensuring strict adherence to organizational policy and donor guidelines.
- Maintain meticulous financial records, ledgers, and documentation, ensuring constant 100% audit readiness for routine and spot checks.
- Lead annual budgeting, financial forecasting, and cash flow monitoring to maintain fiscal discipline across all project initiatives.
- Provide strategic guidance to project managers on donor compliance, cost allocation, and financial risk management.
- Prepare monthly, quarterly, and annual financial statements and variance reports to inform executive board decision-making.

**Finance and Administration Officer** | *March 2024 – December 2024*

- Managed day-to-day administrative and financial workflows supporting project implementation across the diocese.
- Directed monthly payroll processing in collaboration with the Treasurer General, guaranteeing accurate computation and timely remittance of statutory deductions (PAYE, NAPSA, NHIMA).
- Maintained day-to-day books of accounts, expense tracking, and petty cash systems in accordance with institutional frameworks.
- Assisted in preparing documentation and resolving queries during internal and external audit reviews.

**Chikuni Mission Hospital** — *Monze, Zambia*
**Hospital Accountant** | *December 2021 – February 2024*

- Managed hospital accounting records, books of accounts, and daily revenue collection systems, ensuring daily banking routines.
- Managed payroll input compilation to guarantee timely and accurate disbursement of staff salaries and operational allowances.
- Successfully spearheaded audit preparation and resolved internal and external audit queries with detailed financial reporting.
- Formulated monthly expenditure statements, monitored departmental work plans, and enforced internal control mechanisms to minimize operational losses.
- Maintained asset, damage, and loss registers while executing effective recovery strategies for employee loans and advances.

**Express Credit Zambia** — *Lusaka, Zambia*
**Client Relationship Advisor (CRA)** | *June 2018 – March 2021*

- Conducted rigorous background verification and scrutiny of client financial

Internal/External Audit Management, Donor Grant Compliance, Risk Assessment, Loss & Damage Control.
- **Payroll & Statutory Administration:** Micro Pay, Dove Payroll, PAYE, NAPSA, NHIMA, Statutory Deductions & Remittances.
- **Banking & Treasury:** Bank Reconciliations, Revenue Banking, Petty Cash Management, Expenditure Statements.
- **Strategic Leadership:** Departmental Governance, Committee Leadership, Staff Supervision, Strategic Planning.

## LANGUAGES & TECHNICAL SKILLS

- **Languages:** English (Fluent), Bemba (Working knowledge), Nyanja (Working knowledge)
- **Financial Systems:** Micro Pay, Dove Payroll, Spreadsheet Modeling, Financial Database Systems

records, bank statements, payslips, and employment contracts.
- Advised retail clients on loan products, credit risk profiles, interest structures, and customized repayment schedules.
- Managed digital loan processing, secure document uploads, client database maintenance, and credit portfolio tracking.
- Managed non-performing loan (NPL) follow-ups and client queries, achieving improved repayment rates and customer retention.

**Immaculate College of Education** — *Kabwe, Zambia*
**Head of Department (Business & Social Studies) & Finance Committee Chairperson** | *February 2016 – May 2018*
- Chaired the College Finance Committee, supervising financial operations, annual budget preparation, and variance analyses.
- Generated monthly profitability reports, performance metrics, and quarterly financial statements for executive leadership.
- Coordinated internal audit processes and established double-entry validation procedures to eliminate posting errors in ledgers.
- Led curriculum development, scheme preparation, and examination administration for the Business and Social Studies department.

**Catholic Diocese of Ndola** — *Ndola, Zambia*
**Accounts Officer / Assistant** | *January 2008 – December 2009*
- Processed payroll systems utilizing **Micro Pay** and **Dove Payroll** software applications.
- Prepared monthly bank reconciliation statements, petty cash distributions, and quarterly donor financial reports.
- Executed cashbook postings, cheque disbursements, receipting, and statutory payment filings (PAYE, NAPSA).

## REFERENCES

**Ms. Cecilia Muyunda**
Assistant Human Resource Management Officer*Monze District Health Office*
Mobile: +260 977 343 024

**Ms. Ellah Habanyati**
Human Resource Management Officer*Chikuni Mission Hospital*
Mobile: +260 979 260 555

**Ms. Lillian Nyirenda**
Provincial Accountant*Churches Health Association of Zambia (CHAZ) – Southern Province*
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