
Bonface Olima

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Career Profile

I am a results-driven expert with a bias to tax, financial management, advisory and Training with experience in conducting tax compliance audits, tax collection and assisting taxpayers with a view to optimize reduction of taxes paid.

My thorough understanding of financial management, planning and reporting coupled with my practical experience in tax related matters has enabled me to provide solutions in emerging tax areas like transfer pricing and taxation of crude oil and gas exploration, production and mining.

I possess effective organizational and time management skills, analytical problem-solving skills, good communication, negotiation, and interpersonal skills which have enabled me to provide best in class service in to tax, financial management, advisory and Training.

Career Objective

Seeking to continue excelling as a tax expert through continued training and practical skills application in emerging tax areas like transfer pricing and taxation of crude oil and gas exploration, production, and mining extraction and selling..

Work Experience

June 2024 – To date Tomamoru **Consulting Ltd** - Lead Consultant

- Tax
- Financial Management
- Advisory and Training

Aug 2018 – May 2024 **Kenya Revenue Authority** - Manager

- Relationship management for taxpayers and all stakeholders.
- Target and Performance management for the team leads and other staff members

- Training gaps identification for sector staff and mentorship
- Tax compliance checks reviews and approvals
- Tax Cash collection management
- Tax law formulation
- Tax Dispute Resolution
- Sector Leadership and Supervision
- Knowledge Groups Management as a Mining, Oil and Gas sector taxation expert
- Audit Program Leadership, tax files reviews and approvals
- Advisory Role to the Chief Manager and Deputy Commissioner
- Stakeholder engagement and problems resolution.

Sept 2018- Dec 2018 **Kenya School of Revenue Administration (KESRA)** - Part

Time Lecturer

- Business courses- Management and Ethics
- Tax courses-All Domestic Taxes including Mining, Oil & Gas Taxation.

June 2015 –July 2018 **Kenya Revenue Authority** - Assistant Manager

- Relationship management for taxpayers and stakeholders.
- Teams leadership and Performance management
- Tax audit case selection
- Tax Audits including Transfer Pricing Audits reviews and approvals as Head of Audit Program in the Sameer Tax Service Office
- Tax compliance checks reviews and approvals
- Tax Cash collection management
- Tax law formulation
- Tax Dispute Resolution
- Sector Leadership and Supervision
- General Administration of the sector issues
- Knowledge Groups Management as a mining, oil and gas sector taxation expert.

April 2014 – Mar 2015 **Kenya Revenue Authority** - Part Time Lecturer

- Business courses-Accounting, Economics, Banking and Finance, Management and Economics

Sept 2010 – June 2015 **Kenya Revenue Authority** - Principal Revenue Officer

- Deputizing Extractive Industry Sector Manager in management and carrying out the following other functions as in the position of Principle revenue Officer within the Extractive Industry sector
- Team leadership
- Carrying out Audit Quality Reviews in DR Stations.
- Monitoring implementation of Audit Quality Recommendations through reviews of Procedures, updating online of Audit register and follow up of Quality Assurance outstanding cases
- Pay As You Earn, Withholding Tax, Corporate Tax, Value Added Tax audits
- Compliance checks, Tax Collection and Taxpayer Education
- Tax refunds processing and reviews
- Team Leadership and Supervision
- VAT and Incomes Tax refunds validation, reviews and processing for payment for all sectors.

Achievement: As part of a team, we revised the 9th Schedule of the Income Tax Act (CAP 470) of the laws of Kenya and emerging the best employees for the year 2015.

May 2008 – Aug 2010 **Kenya Revenue Authority** - Senior Revenue Officer

Nov 2003 – May 2008 - Revenue Officer I

- Pay As You Earn (PAYE), Withholding Tax, Corporate Tax, Value Added Tax, Sugar Development Levy audits
- Compliance checks
- Tax Collection.
- Taxpayer Education

Sectors Handled in these roles

1. Construction
2. Agriculture
3. Manufacturing
4. Government
5. Services
6. General Trading
7. Motor Vehicle Assemblers and dealers
8. Transport and Leasing

9. Mining, Oil and Gas Exploration
10. Multinational Companies

2003 – 2004 2001 – 2003	Kenya Revenue Authority	- Assessor Trainee - Accountant
	• Liaising with the Districts on Revenue collections and reconciliation. • Accounting and preparation of Nairobi cash book and reconciliation regarding VAT, Kenya Bureau of Standards levy and Catering Levy collection. • Preparation of consolidated Revenue Cash books and reports for all Taxes and levies. • Budget control for proper expenditure and accounting of organizational funds.	
Aug – Oct 2001	Young Men’s Christian Association (Y.M.C.A)	- Projects Accountant
	• Budgets, control for YMCA projects in Kenya and accounting of donor funds • Writing of LPOs and Cheques for the Nairobi Projects expenses • Preparation of Accounts for the YMCA projects in Kenya • Working with the fundraising manager in writing of project proposals and donor reports for the raising of project funds	
1999 – 2000	CARE International in Kenya	- Accounts Assistant & Accountant
	• Finance office management. • Budget preparation, monitoring and reporting. • Cash management. • Payroll preparation and wages payment. • Cash receipts, banking, and cashbook maintenance.	
Jan – Dec 1998	Fresh Print Services Limited	- Accounts Assistant
	• Payment Vouchers preparation. • Bank reconciliation. • Trial balance preparation.	

Academic Background

2020 – To Date **University of Nairobi**

Bachelor of Law (LLB)

2015 – To Date	University of Nairobi Doctor of Philosophy in Business Administration
2009 – 2013	University of Nairobi Master's in business administration
1993 – 1997	University of Nairobi Bachelor of Commerce (B.com) – Finance Option 2 nd Class Honors
1988 – 1991	Kolanya High School Kenya Certificate of Secondary Education

Professional Qualifications

Certified Public Accountant - Kenya (CPA - K) – ICPAK

Professional Trainings

Dates	: 9 th April -20 th April 2018
Institution Attended	: SETYM International
Course covered	: Customs and Tax: Principles and Management
Dates	: 22 nd January-26 th January 2018
Institution Attended	: Global Academy for Mining, Gas and Oil
Course covered	: Auditing the Oil & Gas Sector (Level 2)
Dates	: 2 nd April-14 th April 2017
Institution Attended	: International Monetary Fund
Course covered	: Extractive Industry Revenue Administration part 1: Oil & Gas
Dates	: 12 th September-16 th September 2016
Institution Attended	: CWC School for Energy
Course covered	: Accounting Procedures in Production Sharing Contracts
Dates	: 25 th July-28 th July 2016
Institution Attended	: IASeminars/Energy Solutions Africa Ltd
Course covered	: International Oil and Gas Accounting and Financial Management-Comprehensive Workshop

Dates : 8th February-12th February 2016
Institution Attended : **International Human Resources Development Corporation**
Course covered : International Petroleum Law Workshop

Dates : 08th August-12th August 2016
Institution Attended : **Global Academy for Mining, Gas and Oil**
Course covered : Auditing the Oil & Gas Sector (Level 1)

Dates : 26th September 2015-7th November 2015
Institution Attended : **University of Sydney-Australia**
Course covered : Extractive Industries Fellowship on Effective Governance, Taxation & Financial Management

Dates : 18th August 2014-20th August 2014
Institution Attended : **Robert Gordon University (Great Rift Lodge-Naivasha)**
Course covered : General introduction to the Oil and Gas Industry

Dates : 12th to 14th April 2010
Institution Attended : **Kenya Revenue Authority (Convention Centre)**
Course covered : Transfer Pricing Course

Dates : 27th February to 24th March 2006
Institution Attended : **East & Southern Management Institute (Arusha, TZ)**
Course covered : Information Technology for accountants and Auditors.

Dates : 10th November 2003 to June 2004
Institution Attended : **Kenya Revenue Authority Training Institute.**
Course covered : Assessor Conversion Course.

Referees:

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Kenya Revenue Authority
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