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28 June 2016

HR Manager

 AAS

AAS/16/GA/002: Business Development Manager

I wish to submit my application for the recently advertised position of Business Development Manager.

Beginning my career at the audit firm of PricewaterhouseCoopers, I have over 20 years' experience handling a variety of auditing and investigations, accounting, financial reporting, taxation, risk management, grants management, compliance reviews, procurement, asset management, management training, contracting and human resources roles.

I have worked as Finance Manager for the Rockefeller Foundation where I managed complex multi-million budgets as well as developing and implementing finance and grantee reporting guidelines. I have also worked with other international and local NGO's. Currently, I work as Head of Internal Audit at Saham assurance and secretary to its Board Audit Committee.

My relevant experience includes work on;
- Organizational assessments.
- Grants management including the development of grant assessment guidelines.
- Reviewing sub-grantee contracts.
- Grantee capacity building and training.
- External and Internal audits
- Management of stakeholder workshops.
- Establishment and updating of finance, HR, and procurement policies.
- Undertaking trainings in fraud management.
- Annual budget development and preparation of quarterly cash flow estimates.
- Preparation of monthly, quarterly and annual financial statements.

My work has enabled me undertake assignments outside the country including Uganda, Tanzania, Ethiopia, Somalia, South Sudan, Sudan and Mozambique.

I am well versed with various donor reporting and specifically those of DANIDA, SIDA, The Rockefeller Foundation, USAID, and European Union (EU).

A member of the Institute of Certified Public Accountants of Kenya (ICPAK), I am currently finalizing my MBA research project in Strategic Management at the University of Nairobi School of business. I am also a member of the Professional Trainers Association of Kenya (PTAK).

 Yours faithfully,

Kenneth Chibole