

CURRICULUM VITAE

LEONARD KIPLANGAT SANG

A Certified Public Accountant with more than 15 years' experience in Financial management from Corporate and Public Sector. Areas of expertise: Financial reporting, Budgeting, Financial systems, Project accounting, Audit process management, Internal audit and Capacity building.

Personal Details

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Date of Birth: 13th August 1974
Marital Status: Married
Nationality: Kenyan
Languages: English, Kiswahili, French

Employment History

October 2013 to date: **Finance Manager, Kabarak University, Nakuru, Kenya.**

Key responsibilities: Head of Finance Department, Advising Management Board on Financial Management issues, Financial Reporting to Management and Governing Council, Budgeting, Forecasting and Cash Flow Management, Coordinating Audits and implementation of audit recommendations, Ensuring there are robust internal control systems in the University, Mentoring and developing Finance Department staff.

March 2010 to September 2013: **Financial Analyst, United States Agency for International Development (USAID)/Kenya.**

Key responsibilities: Financial analysis support to Programme Technical Managers, Pre-award assessments to potential grantees, Audit process Management (ensuring grants are audited promptly and follow up of audit issues with Partner organizations), Financial reviews for existing partners as requested by Project management teams, Capacity building of partner organizations to address gaps identified from financial reviews and audits.

September 2008 to November 2009: **Financial Analyst, Agency for Cooperation and Research in Development (ACORD)**

Key responsibilities: Financial reporting to donors, Support to Budgeting (Annual budgets and proposals to donors) Administrative and program support to various Country Offices (12 offices across Africa), Support to the annual audit process and field audits, Maintenance of short and long-term funding projections.

July 2007 to August 2008: **Projects Finance Officer, International Union for Conservation of Nature (IUCN) – East and Southern Africa Regional Office, Nairobi.**

Key responsibilities: Financial reporting to donors (European Union, DfID, various UN agencies, among others) and monthly reporting to Headquarters (Gland, Switzerland), Financial management support to Project Managers, Budgetary control, Coordinating audit for donor-funded projects where required, field audits and support to Project Accountants.

November 2003 to July 2007: **Finance Manager, ActionAid Kenya, Head Office, Nairobi**

Key responsibilities: Financial reporting-statutory and reports to International Office, Coordinating external and internal audits, Consolidation and coordination of budgets, Treasury Management, Supervision and mentoring of Finance staff at Head Office, Finance training to non-finance staff and partners, Strategic planning and review participation.

October 2001 to November 2003: **Financial Accountant, Rift Valley Bottlers Ltd, Eldoret, Kenya**

Key responsibilities: Financial reporting-Monthly, Quarterly and draft annual accounts, Coordinating external and internal audits, Finance focal person in implementation of ERP (SERA Software), Support to Strategic planning process, Cash-flow planning, Debtors and Stock Control, Tax management.

March 1999 to September 2001: **Accountant, Kenya Power and Lighting Company, Coast Regional Office, Mombasa.**

Key responsibilities: In charge of Pay Office, General Ledger analysis and reconciliations in SAP, Bank duties and payments to Staff, suppliers and other parties; Preparation of audit schedules for internal and external audits.

Education and Professional Development

January 2004 to December 2007

Master of Business Administration (Strategic Management) – University of Nairobi

March 1993 to May 1997

Bachelor of Commerce (Accounting) - Kenyatta University

June 1994 – December 1998

Certified Public Accountant of Kenya- C.P.A (K) - Strathmore College

January 2007 to date

Diplôme d'études de la Langue Française (DELF) Level 1&2-Alliance Française, Nairobi.

Currently pursuing Diploma in Business French

Key achievements

1. Improvement of financial controls and reporting system at Kabarak University; Timely reporting of periodic financial management position to Management and Governing Council. Currently Project Manager for ERP Implementation (MS Navision Dynamics).
2. Successful management of audit management process at USAID/Kenya for various partner organizations and providing support in addressing internal control and compliance issues.
3. Timely reporting to donors and audit of projects to ensure compliance to donor requirements while at IUCN and ACORD
4. Successful implementation of SERA ERP at Rift Valley Bottlers Ltd – introduced to replace previously semi-manual system used.
5. Strategy review for ActionAid Tanzania and Uganda as part of inter-country support while at ActionAid International-Kenya
6. Improvement of financial reporting systems at ActionAid Kenya through use of Vision Executive-report writing module of SUN System.

Short-term Courses/Computerized Systems Knowledge

- US Government Auditing Standards training by Sustainability Solutions-October 2011
- USAID Audit of Non-U.S Organizations training-August 2011
- Introduction to the Public Financial Management Risk Assessment Framework Training(USAID ,Nairobi) - May 2012
- Introduction to Management and Supervisory Skills by KPMG-July 2004
- Management skills development by KPMG-October 2005
- Anti-Fraud Training by Ernst and Young-April 2004
- Strategic Financial Management training by Management Accounting for Non-Governmental Organizations (MANGO)-June 2006
- Pastel accounting software training by IQ Plus-January 2010
- SUN System User and Administrator training by Nextech Software-January/December 2004
- SERA ERP Software training by SERA Software (EA)-May 2002
- Various seminars by Institute of Certified Public Accountants of Kenya (ICPAK) as part of Continuous Professional Development (CPD)
- Proficient with MS Office packages and various accounting Systems: SUN System, SERA ERP, SAP, Sage Pastel, Microsoft Dynamics NAV ERP.

Other pertinent information

- **Associate Member:** Kenya Institute of Management(KIM)
- **Member :** Institute of Certified Public Accountants of Kenya (ICPAK)
- **Associate Member:** Institute of Internal Auditors(IIA)
- **Expected Salary:** Negotiable

Referees

1. **Andrew Williams**
Financial Management Officer, USAID Washington D.C.
Email: andwilliams@usaid.gov / andrewcrab_2000@yahoo.com
2. **Serah Kiragu**
Research Associate, Institute for Advanced Sustainability Studies - Potsdam, Germany
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3. **Julian Ongonge**
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