

PERSONAL DETAILS:

NAME: Susan Kerubo Onsongo
SEX: Female
MARITAL STATUS: Married
NATIONALITY: Kenyan
LANGUAGES: English, Kiswahili and French (Intermediate)
RELIGION: Christian
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PROFESSIONAL BACKGROUND

2012 to date Member Institute of Certified Public Accountants Kenya
Registration Number 9353

EDUCATIONAL BACKGROUND

2013-2016 KENYATTA UNIVERSITY
Masters in Science– Finance Major
2006-2010 STRATHMORE UNIVERSITY
Bachelor of Commerce (**First Class Honors**)
2001-2004 KENYA HIGH SCHOOL
Kenya Certificate of Secondary Education (KCSE) **Grade A**
1993-2000 KIRANDA PRIMARY SCHOOL
Kenya Certificate of Primary Education (KCPE) **Grade A**

WORK EXPERINCE

1) JANUARY 2013 TO DATE: POPULATION SERVICES INTERNATIONAL – KENYA
POSITION: GRANTS ACCOUNTANT

Tasks and Objectives

As the Sub Award Accountant, my basic responsibilities include coordinating with local NGOs for their financial reporting system and contract budget negotiation while assisting the finance department in performing Budgeting, Grants Management, Financial Reporting tasks to ensure-

- Compliance with Donor Rules & Regulations
- Reliable day-to-day records
- Compliance with the organizational internal policies, plans, procedures, laws and regulations

Duties and responsibilities:

- Oversaw the sub-award processes and draft/amend agreements with sub-awardees
- Contributed to the design of financial guidelines and forecasting/reporting templates for an effective and efficient management of sub-awards in favor of national and international NGOs in accordance to PSI and donor's requirements
- Ensured that sub-awards management filing systems (both hard and soft copies) are properly maintained at all levels (sub-awardees and PSI) in accordance with PSI sub-awards guide and other established sub-awards management protocols.

- Reviewed financial reports and forecasts from sub-awardees ensuring adherence to sub-awardees' budget allocations and contractual obligations in collaboration with the HCS Program Manager to ensure that financial and programmatic data are aligned
- Conducted site visits and perform sub-awardees' internal spot checks and verifications to make sure that PSI and donors policies and rules are adhered to, providing recommendation when needed
- Tracked and analyze relevant sub-awardees' performances on the basis of the performance framework provided by PSI or donor, making recommendations to improve performance and compliance and or provide trainings as needed.
- Monitored and evaluated the effectiveness of PSIs risk management system
- Performed internal spot checks on vouchers and other accounting documents provided by finance and operations departments reviewing the reliability and integrity of financial and operating information
- Reviewed the adequacy, efficiency and efficacy of the systems established to ensure compliance with policies, plans, procedures, laws, and regulations and establishing whether partners are in compliance.
- Reviewed the means of safeguarding assets and, as appropriate, verify their existence. Attended trainings and workshops and trained PS Kenya's partners.

**2) APRIL 2011 TO DECEMBER 2012: POPULATION SERVICES INTERNATIONAL
POSITION: FINANCE ASSISTANT**

Duties and responsibilities:

- Followed up with related project staff and worked as a team to ensure that all projects were properly closed on completion.
- Reviewed and analyzed donor billing prepared by PSI Washington and provide feedback to finance team and budget holders through monthly financial reports and respond to donors on billing issues.
- Interacted with program and support departments to ensure the accuracy of project financial data
- Prepared and tracked budgets. Prepare modifications and Activity realignments as necessary;
- Monitored performance and efficiency of on-going Donor projects: analyzing country/project monthly spend rates and highlighting possible problem areas
- Worked with different PSI departments including Procurement, Finance, Program teams to ensure that all media invoices and commitments were accurate.
- Monthly review of financial statements Reviewed activity project budgets including workshop, training and/or field activity budgets, prior to approval by project leaders and implementation of the project activities
- Prepared requests for program promotional and advertising items

**3) APRIL 2010 TO APRIL 2011: WANANCHI GROUP (ZUKU)
POSITION: ACCOUNTS PAYABLE ACCOUNTANT**

Duties and Responsibilities

- Accounts and Bank reconciliation
- Processed invoices for payment and prepared supplier reconciliations
- Prepared financial statements
- Computed of VAT and general Tax Analysis, and submitted of tax returns

- Computed of statutory deductions such as NHIF, NSSF and PAYE etc.
- Creditors update and Debtors collection
- Conducted stock control and updated of stock balances

TRAININGS

1. **July 2015:** Refresher training on USAID Uniform Guidance Procedures for Non- US entities, Nairobi, Kenya
2. **November 2014:** Attended a workshop on USAID ‘Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards by Development Solutions - Nairobi
3. **October 2014:** Attended PEPFAR workshop on Expenditure Analysis and Reporting- Nairobi
4. **June 2014:** Facilitated PS Kenya’s Sub awardees Capacity Building training on Grants management and Risk Assessment – Naivasha, Kenya
5. **September 2013:** Facilitated training on USAID A-133 Audit Preparation: Sub award Files
6. **February 2013:** Attended a workshop on USAID Rules and Regulations by Inside NGO, Nairobi

COMPUTER LITERACY

- Advanced application of Microsoft Word, PowerPoint, Outlook and advanced excel skills,
- Practical working skills of ERP systems namely: SAP, Quick books, and Lawson

HOBBIES:

- Travelling
- Community work
- Reading

REFEREES:

1. Mr. Tom Ngaragari Senior Manager- Partnerships and Outreach Population Services – Kenya P.O BOX 22591 – 00400 Nairobi, Kenya Tel: +254722366915 tngaragari@pskenya.org	2. Mr. Felix Mogesa Adjunct Lecturer, School of Business Strathmore University, P.O BOX 59857- 00200, Nairobi, Kenya Tel: +254736808843 fmogesa@strathmore.edu	3. Oscar Ochieng’ Senior Finance Manager Population Services International Kenya P.O BOX 22591 – 00400 Nairobi, Kenya Tel: +254722227226 oochieng@pskenya.org
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