

## Kenneth Chibole Amunga CV

### **PERSONAL SUMMARY**

*Experienced member of the Institute of Certified Public Accountants-Kenya (ICPAK) with over 20 years demonstrated expertise in the areas of financial management, accounting, audit, development of finance and admin manuals, compliance appraisals, anti-fraud training and investigations, risk assessments, internal control systems development, organizational reviews, credit control, asset management, procurement, HR, general soft skills training and capacity building initiatives.*

*Have worked for large donor organizations including the Rockefeller Foundation and the Alliance for a Green Revolution in Africa (AGRA) as Finance Manager; extensive experience working with other international and local NGO's. Good working knowledge of other donors including USAID, EU, DANIDA, DFID, and SIDA.*

*Excellent knowledge of Kenyan laws and experience in handling Kenyan statutory requirements especially in financial reporting and HR.*

### **SELECETD WORK**

- **African Academy of Sciences** Reviewed and updated the financial policies and procedures manual (On a consultancy basis).
- **The Rockefeller Foundation:** Reviewed and revised the grantee financial assessment templates. Updated financial systems manual. Developed simplified grantee financial reporting templates.
- **World Bank (Kenya Municipalities Project):** Undertook pre-grant Institutional Capacity reviews for eleven Kenyan municipal councils in areas of budgeting, accounting, internal controls, funds flow, financial reporting, auditing arrangements and procurement systems. Subsequently participated in the development of financial manuals and a risk management strategy.
- **World Bank:** Undertook a variety of forensic and value for money audits on various Kenya government projects.
- **World Bank (Total War against Aids Project):** As a World Bank Consultant, effectively supervised a large team of auditors in the office of Internal Auditor General to undertake an in-depth 2-month fiduciary, risk and administrative review of National Aids Control Council HIV/AIDS projects in 30 districts in Kenya. Compiled a detailed report on risk and internal control.
- **World Bank (Kenya Accounting and Auditing Standards):** Co-facilitated the preparation of the Kenya Country action plan in the implementation of the Kenya Accounting and Auditing Standards and Codes leading to a review of key pieces of Kenyan financial legislation.
- **World Bank (Western Kenya flood mitigation project):** Undertook a detailed needs assessment and preparation of procurement manual incorporating an anti-corruption framework.

- **World Bank** (*Western Kenya flood mitigation project*): Prepared and rolled out the project financial, and risk management policy manuals.
- **World Bank** (*Western Kenya flood mitigation project*): Led the finance mid-year project review; trained staff and communities on World Bank and Kenya government financial and procurement guidelines.
- **DANIDA** (*Arid Lands Project*): Designed and rolled out financial, procurement and anti-corruption frameworks for the Kenya ministry of Special Programmes.
- **DFID** (*Kenya Education Sector Support Programme*): Redesigned the project financial framework in line with new donor requirements.
- **Save the Children International (EA Regional Office)**: Delivered process and control improvements training in risk management, grants administration, financial policies, compliance, fraud prevention, budgeting and reporting within the Kenya, Uganda, Tanzania, South Sudan, Sudan, Ethiopia, Somalia and Mozambique offices.
- **Eastern Africa Grain Council**: Developed and rolled out of finance, HR, administration and corruption prevention procedures and systems.
- **Kenya Human Rights Commission**: Audited sub-grantees related to Kenya voter education on the proposed Kenya Constitution.
- **Kenya Human Rights Commission**: Reviewed and updated the administrative and finance policies and procedures.
- **UNICEF Ethiopia**: Facilitated an all-staff retreat in Addis Ababa, Ethiopia, for 150 staff themed around enhancing internal governance and better working relationships.
- **UNICEF Kenya**: Facilitated project management skills courses for middle and senior management staff.
- **World Health Organisation (WHO-Kenya Office)**: Facilitated a series of result based management workshops for technical staff.
- **World Health Organisation (WHO- Hargesia, Somaliland)**: Administered communication skills courses for technical and national staff.
- **Kenya AIDs Law Project**: Co-developed a 5-year strategic plan and developed administrative, HR and finance manuals facilitating.
- **Saham Assurance Company Limited**: Developed a broad risk-based internal audit programme that focused on key risk operational areas including finance and procurement; undertook in-depth reviews that unearthed third party non-compliant activities; Prepared a Board Audit Charter detailing roles of the Committee;
- **Jubilee Insurance**: Risk Champion representing the credit control department in the risk management committee responsible for developing a company-wide risk management manual. Undertook detailed audit of credit risk exposure and prepared Board paper action plan to mitigate against future income losses.
- **Unilever East and Southern Africa** Designed and facilitated a series of management training courses for middle and senior managers in the areas of performance management, training of trainers, strategic influencing, and effective presentations.

### **Employment**

- **PricewaterhouseCoopers**: Audit Assistant and Auditor
- **African Academy of Sciences**: Assistant Accountant
- **Abantu for Development (EA regional office)**: Office Administrator
- **International Commission of Jurists**: Finance and Admin Manager
- **The Rockefeller Foundation**: Accountant, Asst. Finance Manager and Finance Manager
- **Alliance for a Green Revolution in Africa (AGRA)**: Finance Manager

- **Steps Ahead Consulting:** Management Consultant
- **Jubilee Insurance:** Snr. Credit Controller
- **Save the Children International:** Regional Capacity Building Specialist
- **Scorecard Solutions:** Finance and Operations Specialist
- **Saham Assurance Kenya Limited:** Head of Internal Audit

## 1. PROFESSIONAL EXPERIENCE

### ***11/2015 to Date***

Head of Internal Audit and Compliance – ***Saham Assurance Kenya Limited***

- Developing risk-based annual audit plan detailing the scope, nature and timing of audit activities.
- Conduct internal audits as per the audit plan to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures.
- Provide top management and the Board Audit Committee with an opinion on the adequacy, effectiveness and efficiency of the internal controls.
- Analyze the issues identified during audits so as to point out the risks they pose on the company.
- Understand the company's strategy and business objectives so as to focus Audit's work on the highest risks.
- Quarterly report to the Board Audit Committee on activities, issues and related recommendations.
- Periodic reports to the M.D on areas audited for action.
- Carry out any other special and or investigative assignments from the Board Audit Committee or the Management.
- Ensuring that HOD's respond to audit queries within the required specified timeline.
- Ensure timely implementation of recommendations by the management.
- Prepare recommendations which are practical and agreeable by Managers and follow through.
- Undertake special investigations on suspected fraud and misuse of Company resources.

### ***11/2014 – 10/2015***

Finance and Operations Consultant- ***Scorecard Solutions Limited***

Providing a range of professional advice on accountancy, financial management, procurement, risk management, administrative processes, and internal controls.

- Developing and managing the annual budget
- Overseeing the monthly and quarterly assessments and forecasts of organization's financial performance against budget, financial and operational goals.
- Accounts receivable and payables management.
- Preparing monthly and year-end reports.
- Managing all tax related activities.
- Payroll management.

- Monthly and quarterly cash flow forecasts and monitoring
- Supervision of accounts and admin staff.

### **04/2013 – 10/2014**

Regional Finance Capacity Building Specialist & Grants Coordinator- ***Save the Children International, East Africa regional Office***

#### Key result Areas

##### **Finance Capacity Building**

- ✓ Undertake internal audit of finance and grants processes in the region
- ✓ Assist in the identification of operational risk areas
- ✓ Develop the design, drive implementation, change and lead continuous improvement/learning for finance staff and project managers in the region.
- ✓ Perform finance capacity needs assessments and identify and implement appropriate training methods and plans to meet these needs
- ✓ Coordinate with the regional finance team to implement financial capacity building plans.
- ✓ Deliver regular training courses and build the capacity of country teams to deliver effective training courses.

##### **Monitoring of Finance policy adherence**

- ✓ Contribute to the critical review and implementation of country office finance procedures including localization from global procedures where required, and updating, communicating and ensuring consistency with other organizational, statutory and donor guidelines

##### **Staff development**

- ✓ Collaborate with line managers in country programmes to have in place learning and development plans for finance staff
- ✓ Conduct follow-up studies of completed training to evaluate and measure results; modifying programmes as needed
- ✓ Take a lead on building a regional resource pool to support country offices where there are resource gaps or mentoring needs.

##### **Grants Management**

- ✓ Review country office grants management processes and advice on improvements
- ✓ Undertake analytical reviews of donor compliance
- ✓ Train staff on the grants management system
- ✓ Undertake donor compliance training for programme and finance staff
- ✓ Ensure that grant kick off and close out activities are carried in the various country offices.
- ✓ Assist in the preparation of donor proposals

### **04/2012 – 01/2013**

Senior Credit Controller – ***Jubilee Insurance Company of Kenya***

- ✓ Undertaking periodic credit risk reviews.
- ✓ Working with internal audit to act on recommendations to seal possible revenue losses
- ✓ Reviewing and updating the credit control policies.
- ✓ Ensuring adherence to the company credit control policies.
- ✓ Managing and ensuring monthly and quarterly reports related to credit control are done as required and circulated to the management for decision making
- ✓ Preparation and submission of quarterly and annual regulatory reports
- ✓ Ensure all insurance premium financing partner contracts are reviewed and executed.
- ✓ Approving general business related payments and journal entries

- ✓ Preparing audit schedules at the end of financial year
- ✓ Coordinating departmental reporting and communication requirements
- ✓ Training of finance and other staff on credit control issues.
- ✓ Undertaking needs assessments of credit control service requirements.
- ✓ Maintaining accurate and up to date records and correspondence for all client classes.
- ✓ Working closely with IT to ensure the IT infrastructure is adequate to manage business risks.

## **12/2008 – 03/2012**

Financial and Management Consultant – **Steps Ahead Consulting**

Undertake audit, financial and other organizational capacity reviews, train, and coach and provide advice for a variety of clients. A sample includes;

- **World Bank** (*Total War against Aids Project*): Audit, fiduciary and administrative review of National Aids Control Council HIV/AIDS projects.
- **World Bank** (*Kenya Accounting and Auditing Standards Codes*): Co-facilitated the preparation of the Kenya Country action plan.
- **World Bank** (*Western Kenya flood mitigation project*): Needs assessment and preparation of project financial, procurement and risk management policy manuals.
- **World Bank** (*Kenya Municipalities Project*): Pre-grant Institutional capacity reviews for eleven Kenyan municipal councils.
- **DANIDA** (*Arid Lands Project*): Development of accounting, procurement and risk management frameworks.
- **Kenya Human Rights Commission**: Audit of sub-grantee financial statements.
- **Kenya Human Rights Commission**: Review and updating HR, administrative and financial policies and procedures manuals.
- **Eastern Africa Grain Council**: Development and roll-out of finance, HR, administration and Corruption Prevention procedures and systems.
- **Great Lakes Initiative on AIDS**: Development of a resource mobilization and financial management strategy.
- **UNICEF Ethiopia**: Facilitation of a staff retreat in Addis Ababa, Ethiopia.
- **UNICEF Kenya**: Facilitated a project management skills course.
- **UNON (Budget & Financial Management Service), Nairobi**. Facilitated annual team building retreat.
- **UN HABITAT- Urban Development Branch, Kenya**: Facilitated strategic work programming and team building retreat.
- **World Health Organization (WHO-Somalia office)**: Communication skills course for technical and national staff in **Hargesia, Somaliland**.
- **World Health Organization (WHO-Kenya Office)**: Results based management for technical and National staff in Nairobi.
- **Unilever East and Southern Africa** Designed and facilitated a series of management training courses for middle and senior managers.
- **Kenya AIDs Law Project**: Strategy planning and development of administrative, HR and finance manuals facilitating; Preparation of a 5-year strategic plan.
- **Moving the Goal Posts Girls Project (Kilifi, Kenya)**: Developed Finance, administrative and HR Manuals.
- **African Academy of Sciences** Review and updating the HR and financial policies and procedures manual.

### **06/2007 – 11/2008**

Finance Manager - **Alliance for a Green Revolution in Africa**

#### Key result Areas

- ✓ Budget preparation
- ✓ Financial reporting
- ✓ Review and updating of financial policies and procedures.
- ✓ Evaluation and tracking monthly variance reports
- ✓ Coordinating annual external audits
- ✓ Implement internal and external audit recommendations;
- ✓ Monitor and ensure compliance with international accounting standards;
- ✓ Cash and treasury management.
- ✓ Liaison with banks on financial operational issues including on-line banking
- ✓ Preparation of monthly, quarterly and annual financial statements, including cash flows
- ✓ Payroll review and reconciliation

### **01/1999 – 05/2007**

Finance Manager, Assistant Finance Manager and Accountant- **The Rockefeller Foundation, Africa Regional Office**

#### Key result Areas

- ✓ Financial reporting and management
- ✓ Reviewing and approval of financial reports from grantees
- ✓ Developing and updating effective internal operating processes
- ✓ Review grantee financial and reporting systems
- ✓ Preparing the annual Africa office budgets
- ✓ Production of monthly, quarterly and annual accounts
- ✓ Tax and staff provident fund administration
- ✓ Liaison with head office in New York on financial matters.
- ✓ Payroll preparation
- ✓ Management of institutional houses including rental follow-up and account reconciliation.

### **02/1997 – 12/1998**

Finance and Administration Manager - **International Commission of Jurists, Kenya Section**

#### Key result Areas

- ✓ Leading budget development and implementation
- ✓ Overseeing all office administration duties
- ✓ Human Resource planning including staff recruitment, orientation, and annual staff appraisals
- ✓ Preparation of periodic financial and management accounting
- ✓ Grants management
- ✓ Developing and managing sub agreements
- ✓ Management of consultancy contracts
- ✓ Auditing field office operations
- ✓ Liaising with the external audit team.

### **05/1995 – 01/1997**

Office Administrator -**Abantu for Development**

#### Key result Areas



- ✓ Administering all HR functions
- ✓ Management of Eastern Africa regional office administrative activities
- ✓ Assisting in the development of funding proposals
- ✓ Preparation of donor financial reports
- ✓ Production of monthly, quarterly and annual accounts
- ✓ Developing financial processes and systems
- ✓ Capacity building of partners in accounting, financial management and office administration.

### **06/1993 – 04/1995**

Assistant Accountant, **African Academy of Sciences**

#### Key result Areas

- ✓ Supplier payment processing
- ✓ Assisting in the preparation of monthly and annual accounts
- ✓ Assisting in Donor reporting
- ✓ Liaison with external donors.
- ✓ Petty cash management

### **01/1989 – 06/1992**

Audit Assistant, **PricewaterhouseCoopers**

- ✓ Collect and analyze data to detect deficient controls, and compliance with laws, regulations, and management policies.
- ✓ Make reports on asset utilization and audit results, and recommend changes in operations and financial activities.
- ✓ Prepare detailed reports on audit findings
- ✓ Review data on material assets, income, and expenditures.
- ✓ Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
- ✓ Examine and evaluate financial and information systems, recommending controls to ensure system reliability and data integrity

## **2. EDUCATIONAL BACKGROUND**

Master of Business Administration, MBA  
(finalizing project)

University of Nairobi,

Bachelor of Arts (Economics & Sociology)

Egerton University, 1992

Certified Public Accountant

2002

"A Level" Alliance High School

1988

"O Level" Alliance High School

1986

## **3. PROFESSIONAL QUALIFICATIONS**

Member- Institute of Certified Public Accountants of Kenya (ICPAK)

Member-Professional Trainers Association of Kenya

## **4. OTHER INTERESTS**

Member-Institute of Economic Affairs  
Sponsor-Kenya Community Development Foundation  
Member-The East African Wildlife Society

## 5. TRAININGS ATTENDED

Training of Trainers; Coaching and mentoring Skills; Leadership and Supervision Skills Course;  
Taxation Seminars; Income Tax Workshops; Project Management; Monitoring and Evaluation.

Strategy Planning and Implementation; HR Planning and management; Procurement and  
Logistics Management; USG Contract Rules and regulations; Field Security and Safety;  
Risk management; Events Management; Team Building.

QuickBooks; Omicron Financial Management; Microsoft Office; Agresso ERP

## 6. REFEREES

- i) **Ruth Wanjugu**  
Head of HR  
Saham Assurance Company Kenya Limited  
P.O. Box 20680-00200  
Nairobi, KENYA.  
Phone: +254-20-2215528  
Cell: +254 070813755  
Email: [ruth.wanjugu@sahamassurance.co](mailto:ruth.wanjugu@sahamassurance.co)
- ii) **Yvonne Arunga**  
Regional Operations Manager  
Save the Children International  
East Africa Regional Office  
2nd Floor ABC Place, Waiyaki Way, Westlands P.O. Box 19423 - 202,  
Nairobi, KENYA  
Phone: Office Tel: +254711090000  
Email: [yvonne.arunga@savethechildren.org](mailto:yvonne.arunga@savethechildren.org)
- iii) **Johannes Kitaka**  
Chief Finance Officer  
Jubilee Insurance Company of Kenya Ltd  
Jubilee Insurance House, Wabera Street,  
P.O. Box 30376-00100  
Nairobi, Kenya.  
Phone: +254-20-3281000  
Email: [johannes.kitaka@jubileekenya.com](mailto:johannes.kitaka@jubileekenya.com)