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CARREER OBJECTIVES

To integrate my knowledge and skills into a wide range of fields of project accounting, grants administration, boost efficiency in programs management and improve performance through dynamic and fast accounting systems

WORK EXPERIENCE

October 2015 – Date – Act Change Transform (Act!)

Grants Manager

Duties and responsibilities

Grants Management vision, Leadership and Team management

- Provide leadership to the grants management team.
- Ensure that all grant documentation is maintained according to Act! standards and donor policies to the extent they can be fully audited with limited or no adverse findings.
- Develop procedural documents and processes and ensure full understanding of the grants management process at key levels within the institution.
- Ensure that pre-award risk assessments are carried out on each grantee and that decisions are incorporated into grant awards.
- Ensure strong links between the grants management and M&E systems to improve grantee reporting and link to Act! requirements.
- Ensure responsible proposal processing and timeliness of responses to agencies.
- Ensure that grant modifications for cost/program changes are completed accurately.
- Ensure the timely and appropriate close-out of issued grants.

Proposal/Grant Management Coordination/Oversight

- Coordinate grants management systems in the programme to ensure high quality and consistency
- Ensure responsible proposal processing and timeliness of responses to agencies across programs
- Analyze grants pool budget and expenditures to ensure donor compliance and reasonableness
- Coordinate proposal review process and ensure compliance with solicitations and donor regulations
- Ensure that modifications for cost/program changes are completed accurately and in a timely fashion
- Ensure the grant documents used meet both grantee and donor requirements and allow for required programmatic flexibility
- Execution of pre-award assessments on grantees

Capacity Development Coordination

- Undertake grant recipients organizational assessments, identified in collaboration with the capacity development officers. Oversee the development of a tracking system to monitor and measure growth.
- Collaborate with the capacity development specialist to identify priority areas for training of partners and develop strategic interventions to assist grantees/partners.
- Coordinate the development of training materials for potential grantees on proposal preparations and budgeting skills.
- Coordinate, organize and facilitate (as necessary) grants management workshops for grantees/partners to provide guidance on good grants management and compliance with donor regulations.

Monitoring and reporting (financial and programmatic)

- Collaborate with the Monitoring and Evaluation team to design reporting templates for inclusion in grants and in-grantee training that directly addresses Act! M&E requirements.
- Monitor grantee advance and liquidation balances closely and ensure timely liquidations.
- Review all payment requests to ensure they meet the standards of allowable, allocable and reasonable.
- Review program reports from partners to ensure programmatic compliance against program description.
- Review financial reports from grantees to ensure finance compliance against grant budget.
- Assist in the compilation of data and preparation of monthly, quarterly and annual reports.
- Oversee the updating and maintenance of the grant-tracking database. Ensure consistency and accuracy of information. Use the database to produce key reports to support decisions by management.
- Closely monitor obligations from donors and grant obligations to grantees to ensure that Act! never commits more funds than allowable.

Compliance audit coordination

- Undertake regular audit of the grants management procedures in the program to ensure consistency and compliance with Act grants management manual.
- Monitoring grantee procedures designed to comply with regulations.
- Coordinate the investigation of suspected violations of proper applications. Ensure that the team has the skills or readily available resources (i.e., identified consultants) to carry this out in a timely fashion.
- Coordinate the assistance to grantees to resolve audit problems.
- Coordinate the assistance to grantees to resolve audit problems identified in audit management letters.

Achievements

- Supported closeout of 153 grants or Chagieni Raslimali fund of Kshs 2 billion.
- Led in the grant award of SCORE USAID sub awards funding for 2015 -2016 funding period.
- Led in the sub award granting of DANIDA sub awards for 2016-2017 funding cycle.

October 2013- To September 2015: International Rescue Committee, Kenya Country Office

Grants Specialist,

Duties and Responsibilities

Compliance and reporting related Activities

- Conducting pre-award assessments so as to determine the responsibility of prospective grantees prior to sub-grant award.
- Ensuring submission and approval of Anti-terrorism compliance documents for all new sub grants prior to sub-grant award.
- Negotiating and finalizing sub-grant agreements for all sub-grants.
- Ensure timely submission of technical and financial reports and in Compliance to USAID and IRC.
- Providing ongoing compliance technical advice to sub-grantees.
- Oversee closeout of specific grants and final project closeout.
- Managing sub-grants audits.

Training and Mentoring of Sub-grantees and IRC Staff

- Ensuring that potential grantees are familiar with USAID and IRC Sub –grant policies and procedures.
- Disseminate guidelines about, and train potential sub-grantees in the process of submitting sub-grant proposals responsive to project needs and in line with USAID and IRC regulations.
- Offering refresher trainings as needed to IRC program staff about maintain relationships with sub grantees and adhering to USAID and IRC sub-grant policies.
- Preparing with sub grantees individual capacity building plans for all sub grantees and conduct and document regular mentoring.
- Train sub-grantees on how to apply for funding from USAID Kenya and other donors.

Monitoring of Sub grantees

- Preparing monitoring plans for all sub grantees.
- Conducting regular post award monitoring of sub-grantees e.g. ensuring agreement between programmatic results and expenditures, procurement procedures and disseminate monitoring with recommendations.
- Develop corrective action plan based on identified deficiencies and work with sub grantees to resolve issues and strengthen sub-grantee capacity and compliance,

Achievements

- Developed a user friendly tracking system for all grants and thus allowing easy access and support to program and finance staff on monitoring grantee advances expenses.
- Developed a hard and soft copy Grants filling system that has facilitated ease in collaboration of Programs, finance and grants operations.
- Standardized reporting and compliance from grantees therefore reducing incidences of disallowed costs.
- Developed a close out checklist and closeout letter that has facilitated closing of just completed projects.

May 2012- To September 2013 : Pact Inc , Kenya Country Office

Grants Manager – Safe -Coast ,

Duties and Responsibilities

Pre-Award

- Conducting pre-award assessments so as to determine the responsibility of prospective grantees using Pact's MCAT.
- Working with selected partners to ensure budgets are in line with programmatic, cost and feasibility criteria
- Preparing grant award documents for all grants to including : grant agreements, negotiation memorandums and modifications

Post-Award

- Preparing monthly cash requests for grants ensuring amounts requested are reasonable and within approved budgets
- Ensuring Pact procurement policies and procedures are followed when procuring goods and services for grantees receiving in-kind grants
- Coordinating with other KCSSP-SAFE staff in the field to facilitate activity payments for in-kind grants. including liquidation reports for activity advances issued against in-kind grants
- Reviewing financial reports from grantees received on a monthly basis to ensure financial compliance against grantee budgets
- Conducting quarterly financial reviews for grantees receiving cost reimbursable grants and providing feedback as appropriate on areas that need improvement in their systems and procedures
- Tracking on a monthly basis all questioned and disallowed costs and follow-up on resolution of the same
- Maintaining the KCSSP-SAFE subgrant matrix and conducting monthly reconciliations with Finance Serenic reports to ensure grant and finance records are up to date
- Providing technical assistance to SAFE grantees on administrative policies and procedures for grants management
- Conducting investigations to resolve contractual issues/problems/disputes arising from grants and make recommendations for resolution.
- Maintaining an up to date knowledge of USAID rules and regulations and ensure implementation at all times

Close-out

- Ensuring that all project advances and commitments are liquidated and outstanding advances cleared to facilitate close-out of grants
- Working with the grantees to ensure that all inventory/disposition documentation or in-kind acknowledgement forms are obtained on close-out of all grants as applicable
- Ensuring that all close-out documents are prepared to include, close-out letter, close-out checklist and modifications to de-obligate residual funds where applicable

Training and Other Technical Assistance

- Reviewing grants payment requests by Grants officers to ensure that they meet the standards of allowable, allocable and reasonability.
- Reviewing financial reports submitted by Grants officers to ensure compliance to Pact and Donor regulations.

- Mentoring and developing skills of Grants officers to achieve established objectives for sub grantees.
- Overseeing the updating and maintain of the KCSSP (Pact) grant tracking worksheets.
- Contributing to the development and delivery of training in grants management in the field.
- Contributing to substantive discussions in the Grants Community of Practice

Achievements

- Developed a sound accounting system for grantees with in-kind grants and supported the capacities of those receiving cost reimbursable grants.
- Enhanced efficient advances and liquidation leading to quick project implementation.

September 2008 to April 2012: Hebrew Immigrant Aid Society (HIAS) , Chad

Finance and Administration Manager - Chad,

Duties and Responsibilities

Financial

- Maintaining financial and administrative systems that support the smooth operation of the office in accordance with but not limited to policies and procedures set out by HIAS headquarters.
- Support systems that manage and track the movement of funds in bank accounts, petty cash, cash receipts, and cash disbursements in both Ndjamena and Abeche offices.
- Keep and maintain records of all the assets and liabilities of the organization and insure that proper depreciation procedures for the assets are followed..
- Maintain a smooth and effective manual and computerized system of accounting for the organization's funds, using modern integrated financial software that captures the organization's accounting and financial aspects and generates appropriate financial and administrative reports as and when required.
- Prepare monthly financial reports with back-up of supporting documents for submission to HIAS Inc. New York Headquarters and to its donors.
- Prepare annual budgets and budgetary control reports for submission to donors as and when required.
- Monitor the budgetary control system to ensure that the expenditures do not exceed the amount allocated for each budget line.
- Prepare periodic and annual reports on financial and personnel matters for submission to the Country Director and for HIAS New York Headquarters.
- Prepare and lead on the annual Audit of HIAS Chad books of accounts by the external auditors.

Human Resource

- Maintain personnel files for each employee, complete with a copy of the employee's documents presented at interview, the appointment letter and the employment terms for each employee.
- Prepare payroll for all staff salaries, both local and international and effected statutory deductions and insure that all the statutory deductions -- pension contributions and other employee benefits -- are remitted on time.
- Administer other employee benefits as per the terms of their respective contracts.
- Complete and appraise of directly supervised staff and make recommendations for continuance or dismissal as appropriate.

Administration

- Develop and maintain a system for the management of purchasing both in terms of money and materials with regard to delivery, quality, service and cost and to ensure that the appropriate procedures for procurement or disposal are adhered to.
- Develop and maintain systems -- both manual and computerized -- for tracking the office vehicle's mileage and its use, for keeping track of checks issued, travel and accommodation expenses, photocopying and other financial and administrative matters which insure the proper use of agency resources.

Achievements

- Developed a sound accounting system that supports both Head office and Field sub-offices.
- Enhanced and reduced claims procedures to more efficient ways.
- Established a costs saving mechanism on transport on vehicles, use of telephones and other utilities.

May 2006 to August 2008: Heinrich Boll Foundation: Regional office East & Horn of Africa Based in Nairobi Office (with travels to Somalia/Somaliland)

Finance Officer- Somalia Program, Duties and Responsibilities

- Accountable for the budget and financial administration of Somali program. Provide guidance and advice to the assigned partners finance and administration staff and functionally supervise their activities.
- Review the financial and internal controls procedure manuals for the partners while paying attention to various country laws and practices and other requirements and ensuring that they comply with the Headquarters finance and procedures manual.
- Develop and provide training materials for new finance and administration staff in partner's offices.
- Lead the team that prepares the annual statutory financial statements and ensures compliance with the international financial reporting guidelines and the HBF financial and accounting guidelines, co-ordinates the year-end accounts finalization and the external audit.
- Compilation of the Programme of work and Budget for Somalia program
- Prepare donor financial statements for all restricted grants that are being implemented in the assigned regions.
- Monitoring of funds and budgets to office and partners in Somalia,
- Preparation of partners and comprehensive budgets for EC and HBF'
- Performing audit checks on partners and programme staff financial reports
- Provide guidance to all staff in the region both on budgetary issues as well as any other queries pertaining to actual expenditures concerns Processing and consolidating accounts to management for both HBF (Nairobi and Berlin) and European Commission,
- Management of Somalia program procurement, logistics and administrative tasks and support systems for Somalia/Somaliland programme.

ACHIEVEMENTS:

- Increased timeliness accuracy in report in the HBF Somali program partners.
- Increased turn around of reports and payments in the program.

June 2005 to May 2006: Pact Sudan . Based in Nairobi Office (with travels to South Sudan)

Grants officer -South Sudan,

Main duties

- Coordinated pre-award evaluations and/or assessments and post projects assessments of potential grantees
- Ensured proper documentation of award negotiation.
- Ensured that grant modifications for cost/program changes were completed accurately and in a timely fashion.
- Prepared grant documents that met both grantee and donor requirements and allowed required programmatic flexibility.
- Ensured strong links between the grants management and capacity building approach in maximizing efforts to strengthen strategic partners and building in strategies to the grant making process.
- Ensured strong links between the grants management and M&E systems in improving grantee reporting and link to Pact requirements
- Management of Grant awards, contracts, Monitoring and managing budgets through budgetary controls.
- Undertaking grants audits and financial reviews for grantees,
- Carrying closeout on completed of grants; compile reports for donors (DFID, USAID, UNHCR and Norwegian Embassy), partners and auditors.
- Designing training materials and training grantees on proposal writing, management of grants, and reporting to respective donors.

ACHIEVEMENTS:

- Designed a pack for accounting of advances.
- Redesigned an internal grant payment voucher and checklist.

April 2004 to May 2005 Heinrich Boll Foundation: Regional office East & Horn of Africa

Accountant,

Main duties and responsibilities

- Assessing grants needs to partners,
- Auditing partners (grantees) financial reports as per donors requirements,
- Reviewing of budget performance reports based on the quarterly reporting, monthly management reports to the management and cumulative quarterly preparation of financial reports to main donor (Federal Ministry for economic cooperation and Development (BMZ), Germany)
- Preparation of budgets for grantees and new finance sourcing (EU),
- Managing office accounts -Suppliers sourcing, bidding analysis and petty cash management Preparing schedules and drafts of accounts for external audits.

ACHIEVEMENTS:

- Developed an Asset Registrar.
- Developed an internal bidding evaluation form.
- Increased timely reporting of Audits.

April 2002 to March 2004: Desbro Engineering Limited.

Chief Accountant:

Duties and Responsibility;

- Supervising three direct reports (invoicing, accounts payables and receivables).
- Computing VAT preparing the Payroll and submission of respective returns,

- Maintaining Cash books and bank reconciliation's,
- Arranging for imports and exports, monthly cash budgets, making monthly statements,
- Stock valuation and working in progress valuation,
- Preparing of monthly trial balance, profit and loss to final accounts and annual Audit.
- Preparation and undertaking annual audits for the Company.

ACHIEVEMENTS:

- Setting up an accounts system.
- Synchronized and tallied related party accounts
- Improved annual audit reports

EDUCATION BACKGROUND

2007- 2010:	University of Nairobi- Masters in Business Administration (Finance)
1995-1999:	Moi University- Bsc-Wood Science and technology Degree involved wood and wood products production and environmental conservation (Second Class Honors)
1990-1993:	Secondary Education, Nyabondo High School. Passed K.C.S.E with B (plain)
1981-1989:	Primary Education, Muhoroni Success Primary School Passed K.C.P.E with 500 Marks

SUMMARY OF SKILLS

- Managerial skills
- Financial management skills
- Excellent communication, presentation and interpersonal skills
- Strong team building skills
- Proficient in Microsoft Office suite
- Proficient in accounting Systems such as Navision and Quick books.

LANGUAGES

English – Fluent in speech and written
 French – Fluent in Spoken, Fairly on written.
 Swahili – Fluent in speech and written

PROFESSIONAL QUALIFICATIONS

2014 October	Inside NGO. Trained on USAID Contracts
2006 October	Coretec Systems and Solutions Limited Trained on Use of Navision Finance System.
2006 March	Association of PVO Financial Managers. Trained on USAID Rules and Regulations

- 1999-2003: Certified Public Accountants Course
Passed C.P.A Parts I, II and III, -CPA (K).
- 1998(October): Peer Education on Youth Reproductive Health.
Family Planning Private Sector Programme.

Membership.

- 2005; Member Institute of Certified Public Accountants. Kenya (ICPAK)

REFEREES

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