

KIPSANG JEPNGETICH FRANCISCA

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CAREER PROFILE SUMMARY

A detail oriented finance officer with experience in financial accounting and reporting, tax and regulatory compliance, fixed asset management and implementing cash management strategies to the highest possible standards of excellence, transparency and compliance with all regulations and financial standards, as well highlights of my experience over the course of my experience includes performing various finance and admiration function and accountinggeneral functions including bookkeeping of financial information, financial analysis, summarycreation, reporting of transactions. My goal is to secure a position where I can offer world classfinancial management skills and services.

EDUCATION BACKGROUND

- **Bachelor of Business Management** - (Finance &Banking Option) University Of Eldoret (Year 2017), Second Class Honors.
- **Kenya Certificate of Secondary Education**- St. Benedict's Girls Secondary School Aror 2009, Grade(C+)

PROFESSIONAL COURSES

- **Certified Public Accountant** (CPA V), Ongoing.
- **Postgraduate Diploma in Domestic Tax Administration**, At Kenya School of Revenue Authority (KESRA),
- **Certificate in Computer Packages.**

KEY SKILLS AND COMPETENCIES ACQUIRED

- a) Financial and Administrative skills
 - Financial analysis - ability to analyze financial data and identify trends, patterns, and insights to enable the organization make informed financial decisions.
 - Budgeting and forecasting - Ability to Create budgets and forecasts to plan and manage an organization's financial resources.
 - Financial Reporting - Preparing accurate and timely financial statements, reports, and presentations in order to communicate the financial performance and position of the organization.
 - Financial modelling- Constructing financial models and conducting sensitivity analysis to evaluate the potential financial impact of different scenarios.
 - Tax planning and compliance: strong understanding, knowledge and experience of tax laws, regulations and Taxation to ensure compliance and optimize tax planning strategies.
- b) Technical knowledge and accounting software skills
 - Cash flow management: responsible for managing cash inflows and outflows to ensure the organization has enough liquidity to meet its financial obligations, including setting up effective cash management systems, monitoring cashflows, and implementing strategies to optimize working capital.
 - Time-management skills

- Financial software proficiency: proficient in using financial management software and tools, such as QuickBooks, SAP, or Excel, to facilitate financial analysis, reporting, and data management processes.
 - In-depth knowledge of business bookkeeping processes
 - Knowledge of accounting principles and standards. That is International Financial Reporting Standards (IFRS) to maintain accurate and consistent financial records and reports.
 - Financial management: Managing accounting, budgeting, financial planning, payments, and reporting processes using systems such as ERP.
 - Outstanding math skills with an attention element
- c) Analytical, social and problem solving skills
- Risk management: Identifying and assessing financial risks, such as credit risk, market risk, and operational risk, and implementing appropriate risk mitigation strategies.
 - High level of attention to detail in all aspects of work responsibilities and demonstrated honesty and confidentiality.
 - Leadership that inspires transformation, responsible management, integrity, fairness, respect, and a life centered around good-being.
 - Excellent interpersonal and consultative skills, including the ability to communicate to a variety of audiences/clients.
 - Ability to work effectively in a diversified set up and in a highly collaborative and financial challenging team environment.

PROFESSIONAL EXPERIENCE:

Nederlinks Enterprises Tax Accountant (Remote part-time)

SPECIFIC RESPONSIBILITIES

- Developing and maintaining tax provision schedules, data collection systems, and the corporate tax database.
- Ensuring all taxes are filed and paid accurately and on time.
- Complying with all applicable tax regulations and requirements.
- Engaging with tax authorities to address tax payment matters.
- Identifying opportunities for tax optimization and recommending strategies to improve cash flow and profitability.
- Analyzing tax regulations and proposing effective policies.
- Staying updated on local and international tax trends and regulations.
- Providing tax-related support and advice for business operations.
- Recommending tax strategies that align with the organization's goals.
- Collaborating with tax authorities, consultants, and experts, while offering training and guidance on tax-related issues.

- Advising management on the impact of new laws on tax liabilities.
- Establishing and maintaining systems or processes to manage tax risks.
- Preparing detailed tax reports, including calculations, project analyses, estimates, provisions, and forecasts.

Geoffe & Associates Consultancy Limited- Audit Assistant. (Part –time contract)

SPECIFIC RESPONSIBILITIES:

- **Assisting the audit team:** Supports the audit team in planning, executing, and reviewing the audit process. This may involve conducting fieldwork, documenting audit procedures, and preparing work papers.
- **Conducting research:** Responsible for researching and gathering relevant information about the audited company, industry standards, and regulatory requirements. This information is used to develop a comprehensive understanding of the company's operations and financial position.
- **Performing testing:** Audit assistants assist in performing tests of controls and substantive procedures to assess the accuracy, completeness, and validity of financial information. This may involve verifying the accuracy of financial statements, analyzing transactional data, and reconciling financial records.
- **Documenting findings:** Audit assistants are responsible for documenting audit findings, including any discrepancies or irregularities discovered during the audit process. This documentation is typically included in audit reports and may be used to make recommendations for improvement.
- **Assisting in audit reporting:** Audit assistants may contribute to the preparation of audit reports by summarizing findings, presenting recommendations, and documenting any exceptions or deficiencies identified during the audit. **Collaborating with clients:** Audit assistants interact with clients to gather and obtain relevant information for the audit. They may also communicate audit findings and recommendations to clients and address any questions or concerns they may have.
- Overall, the primary responsibilities of an audit assistant involve assisting the audit team in conducting audits, performing testing and analysis, documenting findings, and supporting the overall audit process.

Kenya Revenue Authority June.2018-March, 2022 (Fixed term contract).
Job; Block Management Officer

SPECIFIC RESPONSIBILITIES:

- Taxpayer education to enlighten the taxpayer and increase tax-base by ensuring compliance.
- Taxpayer incubation- to ensure tax compliance- by monitoring for three months.
- Register new taxpayers and approve PINs in order to increase the tax base expansion
- Data analytic- I work on the data collected from fieldwork, which involves processes such as data cleansing, data transformation, data modeling, and data visualization to make sense of the data and present it in a form that is easily understandable and actionable.
- Recruit and register taxpayers with the aim of increasing revenue collection.
- Filling of returns to ensure taxpayers are compliant with various tax obligations.
- Implementation of the work plans for the following corporate initiatives in the unit: Audit, Integrity, QMS and Risk Management.
- Drive initiatives to improve ethics, culture and facilitate change management in the unit.
- Approval of various tasks.
- Amendment of pin details e.g. emails.
- Responding to emails.

KENYA REVENUE AUTHORITY (KRA) AUG 2017-FEB 2018:

Job Title; Intern

SPECIFIC RESPONSIBILITIES:

- Attend to taxpayers queries and follow up on various issues raised by taxpayers.
- Review and analyze taxpayer's compliance status levels, i.e. Bank statements, VAT and tax returns.
- Preparation of daily reports, monthly and ad hoc reports for management review.
- Issuance of tax compliance certificates
- Assist taxpayers in filling VAT, Excise and PAYE and income tax return.
- ETR checks- checking whether the taxpayers capture their sales and payments to the device for effective follow up.

SPEED LINK LOGISTICS LTD MAY 2016-JUL 2017

Job Title; Accounts Assistant;

SPECIFIC RESPONSIBILITIES:

- Posting the entire companies purchases and sales into the QuickBooks while ensuring that the sales are properly recorded to capture the VAT, service charge and Catering Levy.
- Preparation of reports, ledgers and books of account for audit purposes and assisting in facilitating external auditing.
- Preparing staff payments for final dues and other monthly payroll payments.
- Receiving local purchase orders and supplier invoices, ensuring they are fully supported and adequately authorized.
- Reconciling supplier statements and ensuring that outstanding issues are adequately followed up and timely resolved.
- Maintain the cash book and carry out monthly bank reconciliations.
- Ensure that all utility bills are paid on time to avoid discontinuation.
- Computation and filing every month on a timely basis V.A.T, PAYE, NHIF, NSSF and Catering Levy.
- Maintain fixed assets register and prepare the fixed asset movement schedules for the company's assets.
- Collecting of the company's cheques after delivery of goods and services and banking it on behalf of the company.

LINK VALUERS LTD MAY 2016-JUL 2017:

Job Title; Cashier Intern;

SPECIFIC RESPONSIBILITIES:

- Recorded cash received, made and recorded payments, maintained petty cash records and accounted for cash and bank transactions.
- Handled banking, cheque payments, and bank reconciliations.
- Ensured that the purchase invoices are properly supported by the LPO and receipt thereof by the Goods received notes.
- Prepared monthly information pack constituting; trial balance, income statement and balance sheet every month end.
- Prepared supportive schedules for the income statement.

OTHER ROLES:

- Participated in business association club in the University.
- Participated in one-month anti-F.G.M training for facilitation in world vision Tot.
- Participated in World Vision end of evaluation project research Tot area development project (ADP).

INTERESTS:

Reading financial journals.

Athletics.

Listening to music

REFEREES

Luka Chepngar

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