**Francis Karanja Njoroge**

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| **Bio Data** | |
| **Date of Birth:** 14thSept 1990  **Nationality:** Kenyan |  |

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| **Personal Profile** | |
| I take initiative and originate action. I solve problems using analysis, creativity and tenacity and inspire others to give their best works with enthusiasm, energy and commitment. I lead change through people, communicating their vision and enabling others to work collaboratively, I represent the organization’s strategy and values in negotiating with internal and external stakeholders. I take calculated risks to improve performance. |  |

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| **Education** | |
| |  |  | | --- | --- | | **2009 - 2013** | **Bachelors in Business Management, Finance Option** | | Kisii University |  |  |  | | --- | --- | | **2011 - 2013** | **CPA -K** | | Kisii University |  |  |  | | --- | --- | | **2004 - 2007** | **Kenya Certificate of Secondary Education** | | Magumu High School | |  |

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| **Skills** | |
| * **Accounting Skills:** Fully qualified in accounts with superb hands on experience gained in accounting roles. Excellent in preparation of monthly and annual statements, payroll processing and all other accounting practices. * **Analysis and Numeracy**: Proficient at analyzing sets of accounts and financial reports. * **Grants Management Skills**: Ability to ensuring regulation compliance, organizing audits, liaising with the grantees, following donor guidelines, and ensures accurate and timely donor reporting while ensuring there are enough funds. * **Financial Skill:** Measuring financial risks and then developing and implementing strategies to minimize that risk. Advising on the financial implications and consequences of business decisions. * **Planning and Organizing**: Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner. * **Flexibility and Adaptability**: Flexible team player who thrives in environments that require ability to effectively prioritize and juggle multiple concurrent tasks. Very positive, resilient and open to new ideas. * **Communication Skills**: I am an excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback. * **Computer Skills:** Proficient use of Computer Accounting Programs: GL packages, Microsoft Office Suite, MS Outlook, ERP Tally and QuickBooks. |  |

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| **Work Experience** | |
| |  |  | | --- | --- | | **Jan 2016 to date** | **Alpha Probity Consulting** | | **Position:** Accountant Consultant  **Responsibilities:**   * Processing and entering of payments and other transactions  in the accounting system. * Ensuring all statutory deductions are paid on a timely basis on a monthly basis (NSSF, NHIF, PAYE , VAT ,Withholding Tax ,installment Tax ) * Managing all the assets within the company. * Prepare payment vouchers, Matching invoices against LPO’s, requisitions and delivery notes * Processing all payments in a timely manner and Ensure all monthly bills i.e. rent, water, telephone, security, utilities are paid in a timely manner. * Undertaking bank reconciliation and management of petty cash. * Acting as a bank agent for the company account and making necessary cash payments and reimbursements. * Proper documentation of all financial documents including payment vouchers. * Preparing financial reports, monthly and quarterly management accounts and of the key market indicators; revenue, fixed costs and cash flow. * Procurement of goods and services in accordance with the procurement policies and regulations. * Making travel bookings and arrangements. * Overseeing routine office maintenance, motor vehicles and equipment maintenance. * Maintaining records of receipts and expenditures for the companies. * Helping with external audits, internal audits, and all other tax audits, including VAT inspections. | |  |  |  | | --- | --- | | **Feb 2015- Dec 2015** | **Alpha probity Consult\_HRG Worldwide** | | **Position:** Internal Audit Consultant  **Responsibilities:**   * Determined the audit scope and prepared the audit plan for the client. * Worked with the management to ensure a system is in place which ensures that all major risks of the company are identified and analyzed, on an annual basis. * Reported to both the audit committee and management on the policies, programs and activities of the department. * Obtained, analyzed and evaluated accounting documentation, previous financial reports and records * Conducted investigations of suspected improprieties in a confidential and professional manner. * Made recommendations on the systems and procedures being reviewed, reporting on the findings and recommendations and monitoring management's response and implementation. * Prepared and presented reports that reflect audit's results and documented the process. * Conducted follow up audits to monitor management’s interventions. * Reviewed and reported on the accuracy, completeness, timeliness and relevance of the financial and other information that is provided to the management. * Provided both management and the audit committee with an opinion on the internal controls in the company. | |  |  |  | | --- | --- | | **Feb 2014 - Feb 2015** | **Development Alternatives Inc.-USAID TIS Project-Somalia** | | **Position:** Grants Compliance Assistant-Intern  **Responsibilities:**   * + - * Contributed to the weekly grant notes and ensure their harmonization from the field grants team.       * Participated in evaluations of bids and processing payment for the subcontractors selected through community contracting in project implementation in Somalia/Somaliland/Puntland       * I ensured that all sub-grant deliverables are developed and stored according to donor requirements and DAI policies & procedures and are being effectively monitored.       * Ensured that the filing system of records of all inventory movements are documented for rigorous archiving when required for audit.       * I worked closely with the grant managers in projecting weekly cash expenditures and achieving the monthly burn-rate target set.       * Ensured timely and updated grant supplies.       * Created grants purchase requisitions.       * Prepared and followed up grants payments for suppliers, services and goods.       * Assisted Somalia procurement and tender committees in accordance with USAID procurement policies.       * Assisted in auditing payment documents, raising and processing payments submitted to Nairobi.       * Assisted in maintain grant management cycle by monitoring and recording the status of grants, making necessary modifications, aligning the proposal budget with the actual budget, forecasting, tracking grants payments and program budgets and closely working with the program team on implementation plans of various grants.       * Updated grant payments tracker and USAID approval tracker.       * Responsible for auditing, financial & reconciliation and timely close out of completed grants in compliance with USAID-TIS program & DAI policies. | |  |  | | --- | | **July 2013- January 2014 Kakamega County** | | **Position:** Accounts Intern  **Responsibilities:**   * + - * Checked document accuracy, completeness and ensured all accounting procedures are complied.       * Handled and ensured strict control of office petty cash.       * Processed vendor payments and staff advances through Bulk Mpesa Facility.       * Prepared monthly account reconciliations.       * Prepared office budget and reviews       * Verified vendor Invoices claims, advances and other receivables and observe appropriate procurement procedures.       * Retrieved, recorded and Maintained financial records       * Ensured that suppliers are paid in a timely manner and in conformance with rules and regulation       * Filled and archived accounting documents.       * Ensured compliance with internal controls and recommend areas of improvement | |  |

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| **Additional Information** | |
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| **Referees** | |
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