

James A. Osano

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Qualifications: MBA, BCOM, CPA(K), CFA(K)

Professional Profile

A highly accomplished business, finance and accounts specialist with a 15+ year experience within different departments including helping investors with their long and short-term investment planning by formulating clients' investment strategies, helping them fulfil their needs and goals. I am highly accustomed at principles, procedures and practices of accounting, managing finances, auditing, financial statement analysis supported by strengths in administration and business operations. Parts of my expertise include performing financial models to evaluate the direct acquisition of large and midsize companies in a variety of sector including SMEs alongside possessing a strong knowledge of the financial sector and investment climate in different industries including NGOs.

Objective

Looking for a consultancy role where I will bring in my experience in designing products, services, and/or public-private investment partnerships that expand financing for clients and companies, as well as contribute to advancing social and economic development objectives.

Key Competencies

- Highly networked and influential individual with the ability to cultivate and retain relationships with a globally diverse group of institutions and individuals;
- Demonstrated capacity to successfully execute multiple projects simultaneously
- An effective and team leader with a track record of building and leading and training successful teams
- Ability to effect creative solutions to financing constraints for SMEs
- Expert in executing team-driven process improvements to determine risks, monitoring expenditure, reduce cost and increase revenue growth while ensuring operational efficiency
- **Areas of Impact:** Structuring transactions, Pricing and Term sheet Negotiation, Portfolio Management, Monitoring & Evaluation, Staff Development/Leadership, Orientation and Training of Staff, Post Implementation Reviews, Analytical Problem Solver, Budget Management, Managing Client Relationships, Risk Management, Capacity Development Assistance to Financial Institutions and SMEs, Roll out of new products and financial structures

Education & Professional Qualification

- Sat for Chartered Financial Analyst Level 11 exams in June 2018
- MBA (Finance), Nairobi University, 2010
- CPS (K), Strathmore University, 2007
- BCom (Accounting), Nairobi University, 2006
- CPA (K), Strathmore University, 1997

Professional Experience

Internal Audit & Risk Manager | Tana & Athi Rivers Development Authority | www.tarda.co.ke | Nairobi, 2012 to date

Duties and Responsibilities

- Executing an approved audit plan and perform the following tasks in accordance with its overall strategy:
- Verifying the existence of assets and recommend proper safeguards for their protection;
- Evaluating the adequacy of the system of internal controls
- Recommending improvements in controls;
- Assessing compliance with policies and procedures and sound business practices;
- Assessing compliance with state and federal laws and contractual obligations.
- Reviewing operations/programs to ascertain whether results are consistent with established objectives and whether the operations/programs are being carried out as planned;
- Investigating reported occurrences of fraud, embezzlement, theft, waste, etc
- Preparing Board Papers and Attend Board meetings.
- Coordinating Board Committee Meetings and Acts as Secretary
- Carrying out administrative duties

Finance Manager | Tana & Athi Rivers Development Authority | www.tarda.co.ke | Nairobi, 2008 to 2012

Promoted to manage the head office and projects finance function of TARDA - a Public Regional Development Authority – engaged in capacity building for the sustainable socio-economic wellbeing of the population of Kenya. Personnel: 357 Direct Reports: 4 Indirect Reports: 18

Duties and Responsibilities

- Producing Board, annual, semi-annual, quarterly, monthly financial and management reports
- Preparing and reviewing medium term and annual budgets, and producing variance analyses
- Formulating and controlling budgets worth Kenya Shillings One Billion
- Consulting with functional heads in reviewing accounts, financial planning and forecasting - and supporting the investigation, analysis and resolution of financial queries
- Advising management on optimal investments and financial decision-making
- Co-ordinating with departments to allocate and ensure the efficient usage of resources
- Liaising with internal and external auditors, banks and financial institutions
- Implementing robust credit controls, and reviewing and advising on working capital
- Identifying and formulating solutions to ad hoc financial problem areas
- Leading, coaching and performance managing highly effective teams

Key Achievements

- Managed the transition to computerised systems, improving efficiency
- Ensured financial contracts were managed within TARDA's standards of operation
- Facilitated informed management decision-making by clearing 3-year backlog in reporting
- Built and supported the professional development of high calibre, motivated knowledge- sharing teams

Chief Accountant | Tana & Athi Rivers Development Authority | www.tarda.co.ke | Nairobi, 2001 to 2008

Duties and Responsibilities

- Provided direction and leadership to Accounts Department personnel
- Prepared and monitored performance against annual, mid-term framework budgets
- Reviewed and monitored reports, and produced variance analyses
- Prepared annual, semi-annual, quarterly and monthly financial and management reports.
- As Head of Accounts, managed the head office and projects accounting function.
- Consolidated management and financial accounts within tight timeframes
- Involve in financial planning and forecasting in liaison with other functional heads
- Advised on optimal investments and financing decisions
- Coordinated with other department to ensure efficient allocation and usage of resource
- Liaising with banks, financial institutions and donor reporting.

- Coordination with external and internal auditors
- Offered financial advice on working capital management.
- Dealt with ad-hoc financial matters and devised solutions to problem areas
- Focused on employee incentive, development, and task-monitoring programs
- Designed and delivered training programmes, and conducted performance appraisals
- Ensured customer satisfaction by inspiring and leading a knowledgeable and courteous staff

Group Accountant | Lonrho Africa Management Services | Africa, 1998 – 2000

Duties and Responsibilities

- Provided direction and leadership to staff in the Properties and Construction Division
- Managed annual budget preparation, performance reviews and completed variance analyses
- Prepared annual, semi-annual, quarterly and monthly financial and management reports
- Consolidated management and financial accounts within strict deadlines
- Undertook financial planning and forecasting
- Advised on and presented reports to support Capital Expenditure, capital management and investment decision-making
- Investigated and provided solutions to resolve problem areas
- Contributed to employee incentive, development, and task-monitoring programs
- Ensured customer satisfaction by inspiring and leading a knowledgeable and courteous staff
- Consolidated financial accounts for Property & Construction Divisions 1989 - 1998

Chief Accountant | Lonrho Africa Properties & Construction | Africa

Duties and Responsibilities

- Set the direction for and led Finance Department personnel
- Produced annual budgets, and reviewed and monitored reports including variance analyses
- Prepared annual, semi-annual, quarterly and monthly financial and management reports
- Head of Accounts responsible for the head office and other project finance function.
- Consolidated management and financial accounts meeting strict deadlines
- Proactively involved in financial planning and forecasting in liaison with other functional heads
- Advised on optimal investments and financing decisions
- Coordinated with other department to ensure efficient allocation and usage of resource
- Liaised with banks, financial institutions and donor reporting
- Coordinated with external and internal auditors
- Provided financial advice on working capital management
- Managed ad-hoc financial matters and solutions to problem areas
- Focused on employee incentive, development, and task-monitoring programs
- Contributed to the training and performance evaluation of employees
- Ensured customer satisfaction by inspiring and leading a knowledgeable and motivated staff.

Accountant | Block Hotels (Properties) Limited, 1984 - 1988

Administrator | Institute for Rural Development, 1981 - 1983

Business & Financial Adviser | Apollo & Associates | www.apolloassociates.co.ke | Nairobi, 2001 to date

Established and developed the firm to provide business planning, financial accounting, tax and audit services to organisations in the public and private sector. Assignments include:

Pension and Provident Fund Scheme

Carried out statutory audit for Lake Basin Staff Pension Scheme, responsibility handled since the year 2013. The objective of the exercise is to express an opinion on whether the provident fund maintain proper accounting records and prepare financial statement which give true and fair view of the fund's activities

- Expressed an audit opinion on the funds accountability statement
- Reported on the organizations internal control structure related to the funded program
- Determined if client had taken corrective action on prior audit report recommendations
- Provided assurance of the detection of risk situations with regard to fraud or illegal acts

East African Communities Organization for Management of Lake Victoria Resources

- ECOVIC - audited a pilot partnership between forum syd of SIDA and Ecovic Kenya chapter to strengthen the capacity of leaders and office bearers of Ecovic to effectively manage its structure and activities and to empower Ecovic members to manage their organization and activities. Kenya chapter is located in Homabay town, ECOVIC mission is to contribute towards the restoration, development of Lake Victorian basin and the well-being of the riparian communities through their initiatives, enhanced regional cooperation and integration
- Expressed an audit opinion on the funds accountability statement
- Reported on the organizations internal control structure related to the funded program
- Determined if recipients had taken corrective action on prior audit report recommendation
- Provided assurance of the detection of risk situations with regard to fraud or illegal acts

Intermediate Technology Development Group and African Population Health Research Center

European Community (EU) provided funding to ITDG, APHRC and the Center for Social Research (CRS) - Malawi and Institute of Statistical, Social and Economic Research (ISSER), Ghana to address the health of children in urban poor areas through improved home-based care personal hygiene, environmental sanitation and healthcare services

- Audited ITDG & APHRC and reported on whether financial statements gave a true and fair view of project costs incurred, and complied with the EU contract, the relevant Acts and generally accepted accounting standards
- Audited accounting records and prepared financial statements which gave a true and fair view
- Reported on the organizations internal control structure related to the program

Intermediate Technology Development Group (ITDG)

- The EU funded ITDG through a Joint Implementation Network (JIN) of Netherlands to address potential of transferring sustainable energy technologies via clean development mechanisms
- Conducted audit to ITDG funding portion and reported on accounting records, and whether the financial statements gave a true and fair view of costs incurred and complied with the EU contract, the relevant Acts and generally accepted accounting standards

Commercial, Co-operative Societies, Non – Governmental Organizations, Individuals

- Provided audit, accountancy and taxation services to the Institute for Rural Development - an NGO dealing with health and poverty reduction initiatives, Matibabu Foundation - an NGO focusing on improving lives of indigenous Kenyans living in Siaya District through provision of health services and creating income generating activities to sustain their livelihood

Special Groups

- Assisted clients to prepare business plans and project proposals to access funding from commercial banks, non-governmental institutions and development agencies, and advised on fund management. Clients: Kitui Honey Refinery, Tarda Sacco, Mac Lawrence Pharmacy

Professional Membership

- Institute of Certified Public Accountants of Kenya (ICPAK)
- Institute of Certified Public Secretaries of Kenya (ICPSK)

Referees

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