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CAREER SUMMARY

A senior financial management professional with skills in complex problem solving, judgment and decision making, negotiation and critical thinking with over 15 years of progressive experience at senior management level with UN, Grameen Foundation, Plan International, World Vision and Victoria Seeds LTD. I have managed large budgets of US\$ 19 Million to US\$ 21 Million annually. These include funding from UN, UKAID, USAID, SIDA, EU, NORAD, Gates Foundation among others. I have sound experience in high-level representation of the Organisation to both internal and external stakeholders. I have managed and led large teams of 12 staff with different cultural values to create efficiencies, effectiveness and value for money.

I have a cross-cultural experience gained over the years while working with people from diverse ethnic and cultural backgrounds. These range from Africa, Asia, the Americas and Europe. I am, therefore, culturally alert and sensitive while working with people and have deep respect for each person's background. Professional ethics and integrity as a creed guide to my attitude towards both material/financial and human resources. I am a result oriented professional with skills and experience in working with women, children, communities, government and other Humanitarian agencies. I am a fast thinker with ability to interpret and carry out development based on the context/situation that obtains at a time and place. I have advocacy, interpersonal and public Relations skills. I am a leader with ability to inspire, mentor, coach and release the potential of staff. I think strategically, I am a risk taker. I am always willing to take on new tasks and develop new models and strategies for addressing challenges.

AREAS OF SPECIALITY

Corporate Financial Management	Capital Inflows	Change Management
Enterprises Risk Management	Illicit Financial Management	Supply Chain Management
Cash and Voucher Assistance	Results Based Financing	Human Resources Management
Anti- Corruption	Research and data Analysis	Evaluations and review
Financial Inclusion	Audit and Compliance	Policy development and review
Capacity development	SMEs financing	Accounting

EDUCATION

Doctor of Philosophy- Financial Management
Central University of Nicaragua, Managua- Nicaragua

February 2019

Master of Business Administration- Public Sector
Uganda Management Institute, Kampala- Uganda

March 2012

Bachelor of Commerce-Accounting
Makerere University, Kampala- Uganda

June 2005

PROFESSIONAL CERTIFICATIONS

- Cash Transfer Programming
- Risk Management
- Public Accountant
- Chartered Institute of Purchasing and Supplies

COMPUTER SKILLS

ERP

ATLAS, Great Plains, SUN Systems, QuickBooks and Pastel

Micro Soft Applications

Word, Excel, Access, PowerPoint, Project

Research and Analysis

SPSS

TEACHING EXPERIENCE

University	Subjects	Year
Obafemi Awolowo University	Financial Management in Entrepreneurial firms.	July 2020- Present
Unicaf University	Finance and Strategic Management, Corporate Finance, Audit and Assurance, Research Methods.	September 2019- Present
International University of East Africa	Guest lecturer on Cash Transfer Programmes.	June 2018- Present

CONSULTANCY EXPERIENCE

Details of Assignment	Organisation	Year	Status
Development of Standard Operating Procedures (SOPs) for Cash Transfer Programmes	Oxfam Uganda	March, 2020	Completed
Technical Support (Training) to Local National Humanitarian Actors Implementing Cash Transfer Programmes in Northern Uganda	Oxfam Uganda	March, 2020	Completed
End of project evaluation for the project "Addressing Barriers to Enrolment and Retention in Karamoja" (ABER-K).	World Vision Uganda	November, 2019	Completed
Development of Procurement Policy Manual	Khasakh Savings and Credit Cooperative Society Limited	September, 2019	Completed

Training and capacity development of participants on Cash Transfer Programming	Virtual University of Uganda	August, 2019	Completed
Training staff of different Area Federations on Cash Transfer Programming	Child Fund Uganda	February, 2019	Completed
Development of Training Modules on Cash Transfer Programming and Train Participants	International University of East Africa	June, 2018	Completed
Market assessment of Petroleum Business Opportunities for Engen in Uganda	Engen (U) Limited	July, 2011	Completed
Surveillance of Transport Systems and Road Networks for Engen in Uganda	Engen (U) Limited	March, 2011	Completed

RESEARCH/PUBLICATIO EXPERIENCE

- Okech, B. B. (2020). Financial fraud: Enablers and Response. Empirical evidence from NGOs in Uganda. *Texila International Journal of academic research*. Volume 7, Issue 1. Available at: <https://www.texilajournal.com/academic-research/article/1620-financial-fraud-enablers>
- Okech, B. B. (2019). Cash Transfer Programmes and Refugees Welfare in Uganda. *Texila International Journal of Management*. Volume 5, Issue 2. Available at: <https://www.texilajournal.com/management/article/1413-cash-transfer-programmes>
- Okech, B., B., Akileng, G; Marjery, R. (2019). Role of Private Capital Inflows in Financial Inclusion in Uganda. *Texila International Journal of Management*. Volume 5, Issue 2. Available at: <https://www.texilajournal.com/management/article/1416-role-of-private>
- Okech, B., B.; Akileng, G; Marjery, R. (2019). Role of Public Capital Inflows in Financial Inclusion in Uganda. *Texila International Journal of Management*. Volume 5, Issue 2. Available at: <https://www.texilajournal.com/management/article/1373-role-of-public>
- Okech, B., B. (2017). Value for Money in Procurement of Services in Public sector of Uganda. *Texila International Journal of Management*. Volume 3, Issue 2. Available at: <https://www.texilajournal.com/management/article/781-value-for-money>
- Okech, B., B. (2016). Corruption and Service Delivery in Public Sector of Uganda: Causes and Consequences. *Texila International Journal of Management*. Volume 2, Issue 2. Available at: <https://www.texilajournal.com/management/article/563-corruption-and-service>

COMMUNITY CONTRIBUTIONS

- Member of Chapel Council, St. Mary's Chapel, Alerek: October 2018 to Present
- Founding Member: KAMNET- Mentorship organisation; October 2016 to Present
- Scholarship awards for Secondary education to the best boy and girl in Abim District annually

PROFESSIONAL EXPERIENCE

United Nations (UN Women)
Operations Manager: Kampala, Uganda

March 2013- Present

Operations Manager (Temporary Assignment): Ankara, Turkey

Jan 2018- May 2018

Operations Manager (Temporary Assignment): New York, USA

July 2016- Aug 2016

As the Head of Operations for Uganda managing a team of 8 professional and 6 support staff and overseeing an annual budget portfolio of US\$ 19 million dollars, I am responsible for the following roles.

- Manage the services of admin & finance, supply & procurement, human resources and staff development, ICT, Security, common services and programme implementation reporting. Monitor performance of operations across all sub offices with a view to identifying weakness and taking remedial action to maximize efficiency.
- Serve as member of the senior management team of the Uganda country office. Participate in the development, implementation and review of the country programme to provide authoritative advice and guidance on operational issues.
- Assist the Representative in external relations activities, including mobilization of resources through bilateral and multilateral donors, UN agencies and NGOs in support of programme objectives.
- Develop and manage proactive risk control measures in Uganda. Coordinate formal responses and corrective actions to internal and external audit observations. Develop and coordinate regular programme and operational self-assessment missions.
- Manage the country budget preparation process. Advise and make recommendations to the Representative regarding the allocation of resources and ensure that all aspects of support and cross sectoral budget administration and controls follow the standards set by UN Women.
- Work closely with the UN agencies on the objectives of UN Coherence in Uganda and promote UN Women's participation in common services initiatives. Conduct high level negotiations with Government authorities on operational matters related to the Standard Basic Assistance Agreement (SBAA) on customs, protocol, security, privileges and immunities in alignment with other UN agencies.
- Manage and coach a group of professionals and technical staff in the Uganda operations to deliver effective operational support for programme implementation and encourage their continuous development skills and competencies.
- Overall responsible for ensuring that Internal controls exist and are complied with in all transactions.
- Act as Officer in Charge (OIC) in the absence of the Representative and his/her Deputy.

Highlights

- Managed a portfolio of between US\$ 16-21 Million dollars budget for the Uganda office
- Facilitated the signing of the SBAA between Government of Uganda and UN Women Uganda
- Facilitated acquisition of Tax Exemption Certificate for UN Women Uganda from Uganda Revenue Authority
- Established Protocol Unit to handle UN Women Diplomatic matters directly with Ministry of Foreign Affairs
- Facilitated and acquired UN Women Uganda own registration plates for vehicles separate from that of UNDP
- Led Operations team in resources mobilization for the Country office which resulted in multiyear funding from Embassies of Sweden and Norway, DFID and EU.
- Technical team which developed Business Operations Strategy (BoS) 2016-2020 for UN in Uganda.
- Strengthened capacity of Partners by carrying out financial, fraud, risk and project control training.
- Provided technical financial support to Implementing Partners.
- Managed Internal and external audits of Uganda which resulted in unqualified opinion for the last three years.
- Managed and supervised Operations team of over ten (10) staff members for timely delivery of annual plans where Uganda has attained high delivery rate over the last three years consecutively
- Managed Implementing Partner advances for Uganda with 100 % compliance on liquidation
- Managed staff Performance and Development for Uganda with 100% compliance.
- Managed Uganda office Enterprise Risk Management where I trained staff and partners
- Focal person for Risk Management and trained staff and partners within the region on fraud management

Grameen Foundation USA

Dec 2011 to Mar 2013

Head of Finance Uganda

As the Head of Finance for Uganda managing a team of 3 professional and 4 support staff, I was responsible for the

following roles;

Finance strategy for country

- Develop, seek approval and implement the Finance strategy for the country, considering country interests, relevant regulation, corporate standards and guidelines and donor regulations.
- Contribute to development of the country strategy, management agreement and projects.
- Review and contribute to development of global financial procedures and guidelines.

Management of Country Finance function

- Organize the Finance function in the country and manage the employees, activities and all aspects within the team, in accordance with the approved plan, budget and relevant procedures, in order to realize the department's objectives.
- Monitor internal and donor requirements and oversee the development and implementation of updated work methods and procedures.
- Lead and participate in relevant (corporate) projects.

Advice

- Act as source of expertise for management and Project Managers on issues concerning Financial Management, performance indicators and related legal issues.
- As Financial Lead in, and in collaboration with the country proposal team, develop review and refine technical budgets within the approved threshold, in line with and compliant with corporate guidelines.
- Ensure timely and proper project administration by Project Manager and Project Administrator(s) and support Project Managers in the set-up of project governance, administration and finance procedures, guided by the contract signed with the donor and in compliance with Grameen Foundation guidelines, corporate governance table and donor procedures.

Management and donor Reporting

- Present monthly the financial consolidated reports to Country Management. Signal and advise Country Director on issues regarding the financial status of projects and participate in the discussion with responsible project managers.
- Report regularly on the overall country financial situation, using the corporate reporting formats and within the guidelines of the organisation for management discussion.
- Analyze and interpret financial performance, country/project trends, time registration versus planning and financial status of projects.
- Support and give guidance to project managers and project administrators in providing accurate and timely financial data to donors according to donor requirements.
- In collaboration with Project Managers, ensure proper financial and administrative closing of projects in line with donor and Grameen Foundation guidelines.

Financial Planning and Control

- Lead the development, consolidation, forecasting and periodical review of the country and project budgets and funds.
- Support budget holders in and ensure compliance with internal- and external procedures and regulations and donor guidelines regarding the financial administration of country operations and projects.
- Contribute to ongoing efficiency improvement to bring down operating costs.
- Ensure control, monitoring and execution of all financial related activities in the country, including logistics, purchasing and ICT.

Financial Accounting & Administration

- Execute all necessary financial accounting activities and checks, ensuring complete and correct allocation of costs and time, and ensure that internal and external financial reporting complies with the relevant financial standards and regulations.

- Ensure processing of accounts payable and receivable
- Ensure adherence to tax related requirements and compliance with local regulations, including corporate income tax, VAT, Sales Tax, Personal Income Tax if and where applicable.
- Review receivables for doubtful debts and set up appropriate provisions.
- Carry out reconciliation of administrations, manage the ledger accounts and manage the cash and liquidity levels.
- Carry out credit management of all donor receivables and ensure that credit due to Grameen Foundation is pre-financed and invoices issued to donors are settled on time and in full.
- Ensure compliance with financial transactions, Internal control framework and all payments are substantiated with invoices, purchase orders and satisfactory evidence of work completion.
- Ensure proper registration, documentation and archiving of relevant financial documents.
- Consolidate financial data for the country and/or project budgets.

Management Information

- Develop and provide financial Management Information statements and financial reports and analyses to relevant internal and external parties. Respond to requests regarding financial administration and data, in accordance with corporate procedures.

Internal Control

- Conduct internal compliance and control assessments, identify and address risk areas, implement measures to minimize the risk of irregularities and coordinate audits, based on corporate compliance and audit procedures and in consultation with Director, country management team and Project Managers.

Highlights

- Overhauled the Finance department by hiring qualified staff, training and empowering them, as a result of which, Grameen had a clean A-133 and financial statement audits
- Overhauled the procurement department by re-tendering all services, goods and contracts by advertising them in newspapers for open, transparent and fair competition which significantly reduced cost of operations by 13% in 2012
- Improved and strengthened the internal controls of Grameen Foundation Uganda by conducting a review of Finance, Procurement, Administration and Human resources policies to ensure value for money, efficiency and effectiveness in operations.
- Conducted due diligence for the partnership with Kiva for provision of loan facilities to the Community Knowledge Workers of Grameen Foundation Uganda office.
- Led in the Annual budgeting process for Uganda office for 2012-2013 which was subsequently approved by executive leadership team in Washington DC.
- Identified and proposed specific areas for cost reduction in Uganda to reduce cost of business
- Led in income tax exemption for Uganda from Uganda Revenue Authority.

Plan International, Uganda

Mar 2010 to Sep 2010

Risk Management Trainer, Eastern and Southern Africa

As the risk management trainer for the region working with Country Directors of Uganda, Kenya, Rwanda, Malawi, Zimbabwe, Ethiopia, Tanzania and South Africa, I was responsible for the following roles;

- Drawing up training timetable for the region in consultations with the Country Directors
- Planning and arranging for trainings in all RESA countries
- Conducting training in countries
- Evaluation of the trainings done to assess effectiveness and give recommendations
- In consultations with the country risk focal persons, come up with risk registers for each country and advising

Country Management Team on how to mitigate the risks identified

- Draw up strategies of how to mitigate risks in operations
- Develop training modules of risk management for the participants
- Carrying out risk-based audit investigations and report on the findings to relevant authorities
- Training other partners of plan on risk management

Plan International, Uganda

Oct 2008 - Sep 2010

Programme Area Finance Manager Uganda

As Programme Area Finance Manager managing a team of 3 professional and 3 support staff, I was responsible for the following roles;

Management Responsibilities:

- Provide leadership to finance and accounting areas of the organization.
- Provide useful financial insights to help make better decisions about formulating and executing strategy and provide guidance and analysis to executive and operational management to improve results.
- Maintain system of accounts and keep books and records on all transactions and assets.
- Prepare and analyze accurate monthly financial and management reports, including income statement, balance sheet, budget and variance, projections and forecast, and cash flow.
- Maintain control of the following areas: general ledger, accounts payable, expense reports, billing, and payroll.
- Assist in the management of grants reporting, compliance, and reconciliation.
- Prepare a variety of ad hoc financial scenarios as requested.

Transactional Responsibilities:

- Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles.
- Develop, implement, and maintain processes and controls that are current best practices related to transaction processing.
- Manage, oversee, process (as appropriate), and act as backup for processing all of the following transactions: payroll, accounts payable, revenue and expense, fixed assets, cash, bank reconciliations, and allocations.
- Perform month-end closing procedures, including overhead allocations, account reconciliations, and updating schedules.
- Maintain an orderly accounting filing system.

Reporting Responsibilities:

- Assist in issuing timely, accurate, and complete financial statements for the programme Area
- Coordinate the preparation of financial information in the corporate annual report.
- Recommend and report upon benchmarks against which to measure organizational performance.
- Calculate and issue financial and operating metrics.
- Assist in production of cash flow reports, annual budget, and forecasts.
- Calculate variances from the budget and report significant issues to management.
- Provide financial analyses and models as needed

Team Management

- Build financial management capacity of the project team through trainings, orientations, mentoring and coaching.
- Oversee maintenance and protection of all assets and compile incident reports as necessary.
- Provide direct management and supervision of direct reports as applicable.

Program Support

- Provide oversight support to program staff as applicable, including, but not limited to, providing spot checks and accountability for inventories.
- Support on proposal development as assigned.
- Oversee sub-award administration to ensure compliance and strong fiscal controls.
- Work with all program staff on integrated management of all projects' finances to ensure effective use of resources in order to achieve program objectives in compliance with all donor requirements.
- Provide training and/or guidance to program staff on donor policies, procedures and requirements, donor guidelines, and rules and regulations.

Business Planning Process:

- Facilitates and coordinates business planning processes where these relate to issues of financial management.
- Communicates instructions and milestones for business planning, including long-term planning, budgeting, quarterly forecasting and cash flow forecasting.
- Consolidates and reviews planning/budget inputs.

Highlights

- Established and set up Programme Area office in Northern Uganda-Lira
- Trained Region of Eastern and Southern Africa staff and partners on risk management
- Trained the Country Management Team on risk Management
- Initiated the idea of risk-based Auditing which was rolled out to the entire country offices
- Led financial due diligence for establishment of partnership with local partners like FREDIS and Concerned Parents Association in Lira
- Part of the team which set up Country Strategic Plan (CSP) 2010-2015

World Vision Uganda

Jan 2008 - May 2008

Programme Finance Analyst Eastern region

As Programme Finance Analyst managing a team of 10 professional staff, I was responsible for the following roles;

- Ensure financial records are maintained in accordance with the laid down World Vision policies and procedures through Periodic supervisory visits to Programme Areas.
- Periodic review and analysis of project financial reports to ensure compliance to the format
- Assist in the actual preparation of financial reports and the accompanying analyses where the staff is inadequate in coming up with the true report.
- Guide accounting staff in the entire accounting process.
- Build capacity of the project accounting staff to enable them to understand and interpret the Financial Manual and all its relevant accounting specifications.
- Provide advice on budgetary control and cash flow management.
- Contribute to design of projects financial procedures and guidelines used for financial monitoring and audit.

World Vision Uganda

Jul 2005 - Sep 2008

Accountant

As Accountant managing a team of 2 professional staff, I was responsible for the following roles;

- Maintaining and implementing internal controls in the Programme Area.
- Recording transactions in SUN accounting System using World Vision accounting codes.
- Preparing Monthly, Quarterly and Annual financial reports in SUN system
- Preparation, monitoring and follow up of project development budget and providing monthly reconciliation.
- Advising staff on the financial systems, procedures and monitoring the implementation of such systems.
- Follow up financial issues with suppliers and drafting correspondence

- Liaising project with National Office Finance and Accounting division regarding Funding, Monthly, Quarterly & Annual reports

Highlights

- Trained Area Development Programme staffs on procurement processes and procedures
- Trained Area Development Programme Accountants and Programme Coordinators on Financial reporting and Internal controls processes
- Led resource mobilization strategies which led to more funding from Japan, Korea, Australia and Finland with total operating annual budget of US\$ 8.9 Million for Financial Year 2008/2009
- Obtained Limited Risk Audit rating which serving as Accountant for Iyolwa Programme

Victoria Seeds LTD Accountant

Oct 2004 - Apr 2005

- Monitor the day-to-day financial operations for the company, such as payroll, invoicing, and other transactions
- Oversee financial department employees and manage their performance
- Contract external firms for auditing, banking, investments, and other financial needs as necessary
- Track the company's financial status and performance to identify areas for potential improvement
- Seek way of minimizing financial risk to the company
- Research and analyse financial market trends
- Provide financial information to senior management to aid in long-term and short-term decision making
- Review financial data and prepare monthly and annual reports
- Present financial reports to the board, stakeholders, and executives in formal meetings
- Post transactions using QuickBooks accounting
- Establish and maintain financial policies and procedures for the company
- Understand and adhere to financial regulations and legislation.

REFEREES

1. Mr. Eswap Francis

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