NOVESTUS KIPLAGAT

Audit and Finance Professional | CPA | MSc Accounting and Finance (Distinction)

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PROFESSIONAL PROFILE

Audit and finance professional with experience in external audit, financial reporting, tax compliance and public-sector accounting. At EBN Advisory Limited, planned and performed audit procedures, reviewed financial statements, assessed internal controls and prepared reports and management letters for clients. Earlier accounting roles involved bank reconciliations covering more than KES 30 billion annually, revenue controls, invoicing, budgeting and payroll for over 50 employees. Holds an MSc in Accounting and Finance with Distinction and has passed all CPA papers. Seeking an audit, assurance or finance role in which to apply sound technical judgement, analytical skills and a strong commitment to accurate reporting.

KEY SKILLS

- **Audit and assurance:** Audit planning, risk assessment, substantive testing, evidence gathering, internal control reviews, compliance testing and management letters.
- **Financial accounting:** Financial statements, management accounts, general ledgers, cash books, bank reconciliations, accounts payable and receivable.
- **Tax and payroll:** Income tax and VAT returns, payroll returns and monthly payroll processing.
- **Financial analysis:** Budgeting, forecasting, variance analysis, financial modelling and investment appraisal.
- **Systems and data:** Advanced Microsoft Excel, including PivotTables, VLOOKUP and formulas; QuickBooks; SAP/ERP training.

Education

- **MSc Accounting and Finance, Distinction** | University of Northampton, UK | 2026
- **Bachelor of Commerce (Finance), Second Class Honours Upper Division** | University of Nairobi | 2022
- **Certified Public Accountant (CPA)** | All papers passed
- Additional training: QuickBooks Essential Training; SAP/ERP Essential Training (LinkedIn Learning); Bloomberg trading certificate.

Work Experience

Audit Senior Associate
EBN Advisory Limited
January 2024 – December 2024

- ➢ Planned and performed risk-based audit procedures, including substantive testing, compliance reviews and assessment of financial reporting risks.
- ➢ Prepared and reviewed client financial statements for accuracy and compliance with applicable accounting and reporting requirements.
- ➢ Assessed internal controls, identified weaknesses and recommended practical improvements to strengthen financial processes.
- ➢ Interviewed staff and discussed processes with management to gather audit evidence and understand client operations.
- ➢ Drafted audit reports and management letters, setting out findings and recommendations for senior management and boards.
- ➢ Prepared income tax, VAT and payroll returns and supported clients with tax compliance.
- ➢ Maintained bookkeeping records for selected clients and prepared monthly management accounts to support business decisions.
- ➢ Provided clients with advice on governance, compliance and financial controls.

Accountant Assistant
Port Health Services, JKIA, Kenya
February 2022 – December 2023

- ➢ Prepared bank reconciliations exceeding KES 40 million annually and investigated differences to support accurate financial records.
- ➢ Generated invoices and purchase orders, maintained cash books and ledgers, and supported accounts payable and receivable activities.
- ➢ Reviewed cash and M-Pesa receipts from multiple collection points for completeness and compliance with internal procedures.
- ➢ Developed a shared spreadsheet for consolidating revenue collections across different points, improving the visibility and timeliness of financial information.
- ➢ Processed monthly payroll for more than 50 employees, supporting accurate and timely payment.
- ➢ Assisted with budgets, forecasts and variance analysis to support resource planning and management decisions.
- ➢ Prepared financial reports and supporting schedules and coordinated documentation for internal and external audits.
- ➢ Supported physical verification of non-current assets and updates to accounting records.

- Analysed financial data using Excel PivotTables and VLOOKUP to identify differences and support reporting.

Accountant Intern
Ministry of Health, Kenya
February 2020 – December 2021

- Prepared bank reconciliation statements covering more than KES 30 billion annually, with supporting records for review.
- Updated and reconciled cash books, cash analysis books and ledgers to maintain accurate transaction records.
- Processed payment vouchers and monitored temporary and standing imprests in line with organisational procedures.
- Maintained the imprest control register and tracked supporting vouchers and documentation.
- Compiled ledgers and schedules for quarterly and annual financial statements.
- Supported accounts payable and receivable work, expense tracking and audit requests.
- Helped safeguard accounting records and maintain documentation for internal control and compliance purposes.

Additional experience

Warehouse Assistant | DHL Morrisons
From April 2026 to Date

- Used handheld scanners and warehouse management instructions to pick, verify and dispatch customer orders accurately.
- Operated a Low-Level Order Picker safely and worked with colleagues to meet daily productivity and service targets.
- Maintained accurate stock records and followed health and safety procedures.

AI Prompt (Contributor), Phoenix Project | Outlier
November 2025

- Designed and tested prompts and evaluated AI-generated responses for accuracy, coherence and relevance.
- Provided structured feedback, applying analytical judgement and close attention to detail.

Teaching Assistant | Terige High School
February 2017 – November 2017

- ➢ Supported classroom activities, student guidance and the preparation of learning materials.
- ➢ Entered and analysed student results and helped produce performance reports.

REFEREES

Referees will be provided upon request