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Nationality: Ethiopian
Marital Status: Single

EDUCATION

B.A. Degree Accounting, Addis Ababa University School of commerce, 2011
Diploma Accounting, Addis Ababa Commercial College, 2003
Advanced Diploma Entoto Academic Vocational and Technical School, 2001

PROJECTS

Empowering Young Girls – Building Communities, July 2014

Embassy of Sweden Funded --- Budget: ETB 40 Million --- Finance Manager

Horn of Africa Leadership and Learning for Action, December 2014

British Council /EU Funded --- Budget: 3.5 Million --- Finance Manager

Support for Social Enterprise in Eastern Africa

In partnership with the British Council --- Budget: 3.5 Million --- Finance Manager

Support to Quality Basic Education for All, July 2013

Embassy of Sweden Funded --- Budget: ETB 25 Million --- Senior Accountant

Active Citizen Environmental Leadership, March 2013

British Council [DFID] Funded--- Budget: ETB 3 Million --- Senior Accountant

All Children Reading – An Action Research Approach to Improve Student Reading using Early Grade Reading Assessment: Using Student Test Data to Improve Classroom Instruction, September 2012

USAID/World Vision Funded --- Budget: ETB 6 Million --- Senior Accountant

WORK EXPERIENCE

September 2018 – Present Finance Officer– Youth and Cultural Development Association

- *Prepare all financial documents, reports and every necessary financial requirement for Audit;*
- *Documentation and posting of all financial transactions;*
- *Support the Director on designing financial policies, procedures and manuals for implementation process;*
- *Follow up all financial relations with government agencies and NGOs/CSOs;*
- *Provide administrative and technical support to program staff;*
- *Performs other duties of a similar nature or level;*

November 2013 – June 2018 Finance Manager – Pan African Chamber of Commerce and Industry

- *Assist in the preparation of budget for new funding opportunities, adjustments or realignment budgets, department budget (annual operations budget);*
- *Prepares financial documents and all reports required to prepare Audit report for the Auditor.*
- *Comply with any issues/questions raised in auditors Internal Management Reports;*
- *Posting of all financial document and generate financial reports as required by the management;*
- *Prepares bank reconciliation monthly;*
- *Represents the Chamber of Commerce to members and clients in a professional manner;*
- *Assist in coordinating and execution of successful events - Successful execution of each event including: reaching the attendance and financial goals of each program;*
- *Attention to budget requirements, financial information, recruitment and management of volunteers as necessary;*
- *Work on special assignments as assigned by the executive director.*

November 2013 – July 2018 Finance Manager – Initiative Africa

- *Assist in the preparation of budget for new funding opportunities, adjustments or realignment budgets, department budget (annual operations budget) and CSA annual budget submission.*
- *Assist on preparation of monthly departmental budget vs actual report for all departments and program teams.*
- *Review of transaction for compliance and eligibility*
- *Conduct monthly spending and trend analysis of various expenses which requires management attention and decision.*
- *Closely monitor grants' performance department.*
- *Assist financial planning and analysis Manager and senior management team on special projects requiring financial analysis.*
- *Assist on provides capacity building on budget preparation and monitoring to budget holders.*
- *Work in collaboration with all internal and external stakeholders in budget formulation, expenditure analysis and budget monitoring*
- *Support the chief of party in managing all financial and operational aspects of the program, including annual budget development, work plan and activity budgets, and ensuring compliance with requirements and policies.*
- *Conduct regular program expenditure tracking, monitoring program performance and preparing monthly pipeline analyses.*

- *Oversee grant and contract management and compliance aspects of the sub grants program.*
- *Responsible for all financial aspects of the project, provide internal and external financial reports, ensure compliance with government of Ethiopia and donors rules and regulations. This function includes ensuring that all financial reports are submitted on time and that all accounting data are updated, reconciled and fully supported with backup documentation.*
- *Supervise and ensure that the day- to- day accounting operations and financial management functions in field offices are performed in accordance with internal policies and procedures.*
- *Review and account for payment transaction to ensure adequate supporting documentation, accuracy of amounts and control over payments.*
- *Monitor and review the financial report of consortium partners.*
- *Monitor cash flow to ensure the field office has adequate cash on hand to fund project operations, requests weekly cash transfers, but not in excess of immediate disbursement needs, provides detailed breakdown of cash request.*
- *Ensure adequate and smooth cash flow; investigate safe means of sending cash.*
- *Ensure copies of all documents are frequently scanned and shared with HQ.*
- *Manage hiring, training and supervision of finance and admin staff for the project.*
- *Supervise the oversight of staff personnel files inclusive of contracts, leave records and other paperwork required for employment in local context.*
- *Give training to local staff and, when/as needed consortium partners and local partners with regards to financial management.*
- *Ensure compliance to local labor laws including contract, compensation packages, taxes and working hours.*
- *Assist the Executive Director and the management in carrying out organizational capacity assessment to select partners/sub-grantees.*
- *Develop forms, processes, procedures and policies for the purpose of implementing a consistent financial application methodology;*
- *Support the program managers in all grant processes [financial capacity evaluations, budget, finance reports etc] for the purpose of ensuring compliance with the district and funder guidelines;*
- *Participates in meetings, workshops, conferences and seminars for the purpose of conveying and/or gathering information required to perform functions;*

February 2007 – October 2013 Senior Accountant – Shoa Bakery and Flour Factory PLC

- *Preparation of financial documents and reports for Auditors.*
- *Prepare annual, semiannual, quarter and monthly report*
- *Prepare cost of goods sold statements and stock variations by checking and reconciling with Logistics Department and system record on monthly basis (Inventory control);*
- *Prepares all accruals at the year end and follow their settlement*
- *Follow up credit sells settlements and reconciliation with the client's ledger.*
- *Opening and follow up of letter of credit (LC) with banks, prepare cost accumulation sheet for imported goods;*
- *Preparation and reporting/declaration of VAT , Income tax , Withholding tax ,Pension contribution and Costs sharing in the respective local proclamation and send these advices to respective recipients for submission to the local gov't to get receipt;*

- *Reviews and checks expenditure documentation and records after being prepared by the accountant;*
- *Transfer monthly budget and salary of head office and regional office employees to their individual bank accounts within a day after getting the approved.*
- *Preparation of bank reconciliation.*
- *Collect bank advice for transfers and payments made for work advance at regions and receptionist for petty cash establishment and replenishment and communicate/inform relevant information to the right person immediately.*
- *Prepare sales summery*
- *Prepare journal vouchers*

February 2007 – October 2013 Junior Accountant – Shoa Bakery and Flour Factory PLC

- *Ensure that all payments are supported by adequate documents*
- *Coding all transactions and effect all payments;*
- *Replenishment of petty cash payment vouchers;*
- *Keep custody of bank statements, payment vouchers, bank books(bank advice, deposit slip & CPO) and other supporting documents and other financial records;*
- *Handling cheque books and undelivered signed cheques and keeps them in safe custody;*
- *Handles and properly keeps cheque books and financial documents like cash sales invoice, credit sales invoice, withholding, payments and petty cash voucher PAD in a safe custody;*
- *Work on any finance related assignments as assigned by the Finance manager.*

Ethiopian Revenues and customs authority Addis Ketema Sub City, 2004

- *Segregation of tax payers based on their income;*
- *Documentation of tax payers various documents;*
- *Realization of tax penalties;*

OTHER ENGAGEMENTS

- *Event Management and Conference Assistant*
 - *Various Regional and International Conferences/Workshops of the Pan African Chamber of Commerce and Industry;*
 - *Assist the Go Green team in the day to day operation*
 - *Assist in Addis International film festival in controlling of expenditures vs budget and day to day operation as assigned by;*

OTHER RELEVANT & SUPPORTING INFORMATION

- *Well disciplined in behavior and Good communication abilities with clients and customers.*
 - *Perfect in Amharic and English in speaking, writing, listening and reading.*
 - *Good knowledge of Microsoft Office (Outlook, Access, Excel, Word.....) and Peachtree Accounting*
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CAREER OBJECTIVE:

- To work in an esteemed organization and gain the experience of highest level to become experienced and proficient in work area.
 - Striving to get real life experience while being part of the larger community so as to help me build my dreams.
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HOBBIES

- Reading books and internet surfing
 - Watching Movies
 - Reading NEWS papers and Magazines
 - Attending spiritual programs
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REFERENCES

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