

NIGATU MELESE ADANE

CURRICULUM VITAE

Objective

Seeking better opportunity in my field where I can improve my career and deliver my best professional efficiency.

Personal Data

Name: NIGATU MELESE ADANE

Marital Status: Married and have two daughters

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Skype-nmelese

Language

Amharic: Mother Tongue

English: Fluent in Listening, Speaking, Reading, and Writing

Oromiffa: Intermediate in Listening, Speaking, Reading, and Writing

Summary

I am a committed professional with a total of more than Nine years of experience in the areas of Project Finance, budget, compliance, Grant, Accounting and Logistics.

I earned Master's in Business Administration from Addis Ababa University, Bachelor's in Accounting from Unity University, and Diploma of Commerce from University of Curtin from Australia.

Currently I am working as an Accountant II at USAID-Eliminate Tuberculosis Project in Management Sciences for Health. In my role, I assume responsibilities in providing Activity budget and any accounting process, monitor compliances against USAID rules and regulations, project agreement, National laws, and MSH's organizational policies. Facilitate the issuance and review of local sub grants financial documents, and provide a capacity building training.

I have, in general, acquired proven knowledge and experience in providing leadership in financial managing, competitive selection & administration of sub awards, managing procurement, and undertaken a proactive support in logistics, fleet, and asset management. I also have developed leadership skill in helping supervisees adopt clear goals, provision of ongoing feedback, and conduct of periodic evaluation. I am an enthusiastic team player with due ability of motivating and inspiring others through exemplary leadership.

Education

- Master's in Business Administration from Addis Ababa University 2022, Addis Ababa, Ethiopia
- Bachelors of Art in Accounting from Unity University 2014, Addis Ababa, Ethiopia
- Diploma of Commerce in Business Administration: 2007, University of Curtin from Australia

Short Term Courses

- Financial Management for US Government Funding
- USAID Rules & Regulation: Grant and Cooperative Agreements

- Microsoft XP applications (Word, Excel, Office, PowerPoint, Access) – Advanced
- Responsible Leadership on the Transparency and Good Governance
- Fund Rising Concept
- Peachtree Accounting – Advanced
- Community-Based Family Planning from Global Health e-Learning Center.
- Good Governance in the Management of Medicines e-Learning Center.



Management Sciences for Health (MSH) is a US based International NGO working to saving lives and improving health.

Work Experience

Accountant II -USAID Project, Eliminate TB

October 25, 2020 –Up to Now Addis Ababa, Ethiopia

Brief description of duties and responsibilities:

- Oversee the overall financial activities in the different project to ensure activities are in compliance With MSH policies and procedures, USAID rules and regulations, and statutory obligations.
- Prepare payment vouchers, cash receipts vouchers and journal vouchers in accordance with MSH policies and procedures.
- Ensure all transactions have the necessary approval, are accurately coded and charged to the right expenditure type, with appropriate documentation, and recorded in to the QuickBooks database.
- Prepare and submit bank account reconciliations to MSH Country and Regional office on a monthly-basis as appropriate.
- Follow the timely settlement of outstanding work and staff advances and prepare aging analysis report and submit to MSH Country and Regional Offices on a monthly basis as appropriate.
- Review petty cash payments and replenishment requests to ensure they are in line with MSH Ethiopia Petty cash policies.
- Assist the issuance and administration of local sub-awards and fixed obligation grants.
- Review sub Grant invoices before payment and insure maintenance of proper documentation of all sub Grant documents and communication.
- Prepare monthly payroll and benefits, process timely payment based on MSH and Government applicable policies as appropriate.
- Assist monthly financial closing, preparation of monthly financial reports, and any communications with the regional office and HQ finance.
- Effect workshop, training or similar event payments as necessary in accordance with MSH Ethiopia workshop administration policy and procedures.
- Provide preparation of provident fund and government payables (such as withholding tax, income tax, and pension) and make sure that such payables are paid to the appropriate authority on time.
- Compile monthly VAT claims for refund submission.
- Assist the preparation and smooth conduct of internal and external audit.
- Perform other duties which are in line with the scope of the position as assigned by his/her supervisor.

Accountant (Consultancy) USAID Project, Project Hope

July 29 2019 –September 20, 2019 Addis Ababa, Ethiopia

Brief description of duties and responsibilities:

- Review Financial documents complete and up-to-date physical files and electronic files for accounting records ready for audit at all times.
- Maintain financial documents for the project in an orderly manner
- Review financial statements, bank reconciliation and assist in preparation of financial reports
- Manages the process of Payroll payments and its budget allocation
- Compile, monitor, and revise yearly specific budgets for the project with the supervision of Project Manager
- Assists Finance Manager in the preparation of monthly and quarterly financial statements/report for donors as well as for government
- Organize data and information, prepare and maintain records, documents and control systems for the monitoring and evaluation of the project
- Assists in the coordination of internal and external Audit.
- Produce financial reports that show the details of project expenditures against budgets on a quarterly basis for purposes of monitoring and proper planning
- Maintain TAX Files:(WHT, VAT and Income Tax)
- Maintain Vouchers: (Payment Voucher, & Journal Voucher)
- Maintain Bank File: (Bank account opening, closing letters, Bank Statement, Bank reconciliation, Bank Signatory list)
- Organize documents submitted to the finance department and get them ready for further processing.
- Make preliminary review of documents requesting payments and settlement for completeness, accuracy and compliance with sound Accounting Practices, Project HOPE's policy, USAID Rules and Regulations, and Ethiopian Tax Laws.

BUDGET, GRANT AND COMPLIANCE OFFICER - Challenge TB- Management Science for Health (MSH).

June 2014 –June 31, 2019 Addis Ababa, Ethiopia

Brief description of duties and responsibilities:

- Ensures that all policies and procedures follow MSH and funding source policies.
- Review the report of the project sub-recipients and provide hands on support to ensure compliance and fiancé requirements
- Assists project Finance and Admin Director to prepare project budgets and Expenditure Report
- Produce and deliver regular financial and compliance progress report
- Conducts audits and compliance reviews of recipients of sub-awards and sub contracts.

- Provide support on the overall project accounting and financial management
- Develop and maintain systems for tracking and promoting compliance across the assigned sub-grantees
- Provides advice to programme teams on donor regulation and proper donor budget format
- Prepares monthly budget variance report in donor format and currency and discusses the Same with budget holders to take corrective action if needed
- Analyses, evaluates and monitors a variety of complex financial documents,
- Review & liquidate all advances.
- Review every financial transaction ensuring proper approval by a budget-holder signatory.
- Assist Finance team in reviewing and revising /developing of donor financial policies and Procedures
- Assist Country Finance and Admin Director in donor financial statement preparation and audit facilitation
- Provide regular support and supervision to staff under direct line management;
- Administer the full range of grants management activities in fulfillment of program objectives with the review and approval process
- Develop and manage sub-contracts needed to fulfill the program requirements and ensure that a filing/documentation system for all project proposals made by sub-recipients are established and maintained
- Produce grant status report monthly and communicate to relevant staff
- Assists in the management of the Sub Region Office budgets by monitoring expenditures, and preparing revisions according to the needs of the Country Office
- Support Partnership Officer in coordinating and tracking all aspects of approved IP activities in coordination with the Programmed Unit based in Addis Ababa.
- Support the review of the narrative components of all IP reports in line with the goals and strategic objectives of the programmed; identify and highlight issues and recommend improvements
- In coordination with programmed focal points, monitor ongoing activities of the implementing partners; in coordination with the Programmed Managers, facilitate the exchange of monitoring information with external partners as necessary to maintain appropriate visibility with grant activities
- Coordinate the collection and submission of partner activity notes for regular submission to joint initiative for inclusion in the activity database
- Work closely with the finance staff to monitor the program budget and coordinate regularly with the rest of the project's management team to ensure the budget is up to date and technical activities align to the budget
- Ensure compliance with local statutes like Authority for Civil Society Organizations (ACSO) for annual audits, annual plans and activity reports including taxation and labor law etc.
- Assisting the Director of Finance and Administration in reviewing travel and training advance requests, travel Expense Forms, payment request and prepare payment sheets in ensuring all expenditure is accurate, allowable, allocable, and reasonable.
- Reviewing and processing invoices, Cheque and wire transfer requests and payments to vendor's incompliance with contract requirements and obtaining approvals from Project Director.
- Assist on preparing trainers or consultant contract agreement, making sure appropriate procedures are followed, contract and donor requirement (such as ATTUS checks) are completed.
- Assisting the Director of Finance and Administration on project budget management.
- Providing support for annual internal and external finance and accounting audits of project; providing support for purchases of office equipment and other project assets and providing support with other tasks as and when required.
- Support regional budget management; conduct monthly tracking of regional project budget per line item, per objectives and sub-objectives.

- Review regional and central office fund requests, making sure that the planned expenditure is allowable, allocable and reasonable and in line with the approved project budget.
- Review and account procurement transaction submitted by the logistic team to ensure adequate supporting documents accuracy of amounts and control over payment.
- Follow up with the region for timely submission of fund request monthly expenditure and reports.
- Support on sub grant management, in following up of timely submission of invoice, reviewing invoice; tracking, fund balance, obligated fund, pipeline analysis and conduct contractual correspondence as appropriate.
- Maintain proper filing system for all necessary project related financial documents related to subcontract, sub grants, trainers, monthly fund requests, cost shares, financial analysis and related correspondences.
- Assist Internal audit, external audit and donor specific audit assignments and response for their quires
- Establish, integrate, and institutionalize financial, administrative, operational, contractual, and human resources systems to ensure proper oversight over the contract and the implementation of activities.
- Ensure accurate and timely financial and operational information is presented to donor, management, and project staff for decision-making.
- Ensure overall compliance with donor and USAID-MSH policies, procedures, and regulations across the implementation of all activities
- Review tender documents (e.g. Invitations to Bids, Requests for Proposals and Requests for Quotation) based on the nature of the requirements and cost of procurement involved

LOGISTICS, FINANCE and ADMINISTRATION VICE MANAGER private Limited Company. Sintayehu Tamene Freight Cargo Transport

November 2010–December 2012 Addis Ababa, Ethiopia

Brief description of duties and responsibilities:

- Oversee project finance, operational, and HR duties, compliance, procurement,
- Ensure accurate and timely financial and Administration information is presented to donor, management, and project staff for decision-making.
- Supervise Finance, Operation and Administration team and provide staff capacity building, mentorship, and coaching.
- Approve the journal vouchers for advance settlement after checking all the documents are completed and genuine
- Effective and accurate financial resources management and oversight,
- Implementation of operational/admin and financial transactions and processes;
- Make sure that all the transactions occurred during a month were recorded accurately and ready for reporting to central office.
- Make sure and follow up the QB is always updated and shows the real- time financial status at any given time.
- Check the salary journal entry is done correctly and reflects the fact that monthly salary is charged to the specific code/project.
- Effective administrative and logistics office support; and Maintenance of accurate financial records.
- Performs any other financial duties as assigned by the immediate supervisor

- Preparation, presentation and maintenance of facilities and assets reports and records
- Assist with travel/mission arrangement and process travel and expenditure claims.
- Provide Logistical support in coordinating events.
- Manage the physical and electrical filling of project related to the activities.
- Manage the projects fleet (hired and own vehicles) and report periodically.
- Maintain store files such as goods requisition, purchase Order, goods issuing and receiving voucher for the purpose of documentation.
- Assists in general human resource administrative tasks where necessary

**FINANCE, ADMIN, LOGISTICS ASSISTANT (IRISH PROJECT) Concern Worldwide Ethiopia.
International Humanitarian & Development Organization**

Oct 2009–Feb 2010 Addis Ababa, Ethiopia

Brief description of duties and responsibilities:

- Review the accuracy of documentation, coding and budget line; and enforce established organization, donor and gov't policies and regulations are consistently applied.
- Preparing Payment Vouchers after securing the necessary
- Daily cash handling and reconciliation
- Prepare payment request documents, review documentation for completeness and signs "prepared By "on the payment voucher indicating that cash and Voucher has been accurately prepared, the transaction is authorized by a budget holder, documentation is complete and accurate, there are sufficient funds in the bank, correct coded and the cost is allowable.
- Supporting documents and Concern worldwide Ethiopia Policies and procedures.
- Writes checks to the name of authorized payees/vendors.
- Prepare Journal entry for settlement of advance.
- Collect bank advices from bank every month.
- Handling petty cash according to concern worldwide petty Cash policy.
- Responsible to keep petty cash in a safe box at all times.
- Follow up cleanness of all stores and working environment on Daily bases.
- Preparing Staff payroll in timely and accurate manner preparation of withholding taxes payments.
- Assist the storekeeper in receiving and dispatching the good to the
- Field offices and in any of another store related activates.
- Coordinate and ensure the safety and security of the organizations
- Assets in the warehouses and office compounds

PURCHASER, ADMIN ASSISTANT and LOGISTICS ASSISTANT (IRISH PROJECT) Concern Worldwide Ethiopia International Humanitarian & Development Organization.

Sept 2008–Feb 2009 Addis Ababa

Brief description of duties and responsibilities:

- Preparing Payment Vouchers after securing the necessary Supporting documents and Concern worldwide Ethiopia policies and procedures
- Writes checks to the name of authorized payees/vendors.
- Prepare Journal entry for settlement of advance.
- Collect bank advices from bank every month.
- Handling petty cash according to concern worldwide petty cash Policy.

- Responsible to keep petty cash in a safe box in all times.
- Follow up cleanness of all stores and working environment on daily Bases.
- Preparing Staff payroll in timely and accurate manner preparation of withholding takes pavements.
- Perform other related jobs as assigned by the supervisor.

➤ Major Achievements

- Achieved on accomplishing a cost share obligation that amounts 2 million USD while I was Working Heal TB Project that was funded by USAID.
- conducted an internal financial document review (internal audit) in MSH Challenge TB project Central and regional offices and produced a detailed and compiled report to the management for a decision making for improvement.
- Catch up errors on posting in Quick book like overbilling and interposing. This was found by Conducting a document review on both hardcopy file and soft copy that was already posted in the system.
- conducted a spot check on sub recipient's office and made an investigation on payments that was made to TB positive people by the time I was working in Heal TB and Challenge TB project. I have found that the payment sheets that we were receiving were false and I reported this to the management with document and people evidence.

➤ REFERENCES

1-Solomon Negash: BA, MBA: Regional Project Manager, USAID-Eliminate TB (MSH)

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2-Yared Ketema, BA, MBA: Sr. Finance & Grants Manager, USAID-Eliminate TB (MSH)

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3-Daniel Gemechu, MD, PHD: Project Director, USAID-Eliminate TB (MSH)

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