

TO: Integrated Service on Health and Development Organization /ISHDO/

Addis Ababa: Ethiopia

Belay Balcha Tiyanso

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Date: November, 10,2022

Subject: -Application for “Grant Compliance Specialist” to Addis Ababa Office

I am applying for the vacancy you have posted through ethiojob.net for the position of “**Grant Compliance Specialist**” to Addis Ababa Office.

I am 35 years old and I have graduated from Haramaya University in **Bachelor of Arts Degree in Accounting** as of July 8, 2006 and **Master of Business Administration (MBA)** as of December 2, 2021. Additionally, I have Certificate on Basic Computer Skill and Peachtree Accounting from Siloam Business Collage, Certificate on Creative Leadership Essentials from Center for Creative Leadership, as well as Certificate for Personal and Organizational Security for successful completion of online personal and organizational security training at World Vision Ethiopia. I have been worked in different organization on different position such as:

- **April 3,2022 up to now** working on **GIZ-CLM project** in Arba Minch field office, on the position of **Finance and Admin specialist**.
- June 26, 2019, up to December,2021 worked in **Samaritan’s Purse** in the position **Finance and Administration Officer. (3 years)**
- October 3,2018 up to March ,8,2019 worked in **International Medical Corps (IMC)** on the position of **Finance and Admin Assistant. (5 months)**
- July 22, 2013, up to June,9,2017 for four Yeas worked at **World Vision Ethiopia** as the position of **Area Development Program (ADP) Finance Officer** at Kaffa Zone. **(4 years)**

Currently, I am working in GIZ and I have become particularly interested to join your organization, so that, if you concern me for the competition, I assure you that I will available at any time

Yours Sincerely!

Belay Balcha

CURRICULUM VITA (CV)

1. Personal Information

- Name Belay Balcha Tiyanso
- Sex: Male
- Age: 35
- Date of Birth: April 1989 G.C
- Birthplace: Arbaminch
- Marital status: Married
- Health: Excellent
- Address Mobile: 0912113939/0926533982

Gmail: belaybalcha0@gmail.com

2. Educational Background

	<u>Class</u>	<u>School</u>
1.	1-10	Arba Minch High school
2.	11-12	Soddo Comprehensive High School
3.	Degree in Accounting	Haramaya University
4.	Master of Business Administration (MBA)	Sodo University

3. Language Talency

	<u>Writing</u>	<u>Speaking</u>	<u>Listening</u>	<u>Redding</u>
❖ Amharic	Excellent	Excellent	Excellent	Excellent
❖ Gamoigna	Excellent	Excellent	Excellent	Excellent
❖ Oromegna	Good	Good	Good	Good
❖ English	Good	Good	Good	Good

4. Work Experience

- **April 3,2022 up to now** working on **GIZ-CLM project** in Arba Minch field office, on the position of **Finance and Admin specialist**.
- June 26, 2019, up December 31, 2021, worked in **Samaritan Purse** in the position **Finance and Administration Officer. (3 year)**
- October 3,2018 up to March ,8,2019 worked in **International Medical Corps (IMC)** on the position of **Finance and Admin Assistant. (5 months)**
- July 22, 2013, up to June,9,2017 for four Yeas worked at **World Vision Ethiopia** as the position of **Area Development Program (ADP) Finance Officer** at Kaffa Zone. **(4 years)**
- March 03, 2011, up to December 30, 2012, at the position of **Project Finance Officer** at **Wolayita Development Association (WODA)** for three donor projects which are **CCRDA/PACARD, CCRDA/IRISH and NEEDY CHILDERN** projects. **(2 years)**

5. Based on past experiences my detail roles and responsibilities

5.1, Financial Management

- ✓ Review and follow up local subsidy (LS), Financial Agreement (FA) and Grant to sub partners financial document and budget utilization.
- ✓ Preparing and submitting Grant consolidated/ separate financial report
- ✓ Preparing and submitting financial report regularly (Daily, weekly, monthly, annually)
- ✓ Prepare bank reconciliation statements at the end of each month within the deadline limit.
- ✓ Prepare payroll sheet in keeping organizational polices and government regulations.
- ✓ Recording timely financial transaction according to its occurrences by maintaining and keeping financial policies and procedures of the organization as well as Generally Accepted Accounting Principles (GAAP)
- ✓ Preparing payment and journal voucher and getting approval for the payment,
- ✓ Checking and ensuring the completeness, arithmetical correctness, and appropriateness of financial documents before making the payment,
- ✓ Checking and ensuring all payments have maintained organizations rules and regulations, policies & procedures, cash flow and budget limit and Generally Accepted Accounting principles (GAAP) as well as local government policies,
- ✓ Assisting and supporting manager and other program staff by providing useful, accurate and complete financial information.
- ✓ Maintaining proper filing system of financial documents.
- ✓ Preparing annual budget and actively participating in regular budget reviews
- ✓ Exercise budgetary control before processing payment request.
- ✓ Ensure that financial transactions are coded correctly according to chart of account and regulatory requirements.
- ✓ Manage chart of account, T-codes and the ledger in general.
- ✓ Feeding financial data in to computer on daily basis.
- ✓ Establish and controlling general and subsidiary ledger for each account type.
- ✓ Ensure that advances are settled intact upon staff return from field visit,
- ✓ Ensure petty cash and bank register is setup and uploaded on daily basis.
- ✓ Make and file monthly cash count and reconciled against register and quick books cash ledger.
- ✓ Ensure that government taxes and pension fund are deducted correctly and paid timely.
- ✓ Work closely with auditors by availing any document they need during the audit trial.
- ✓ Preparing and undertaking yearend smooth cloth up and submitting clothing financial report.
- ✓ Handling and processing petty cash
- ✓ Exercise other assignments given from my immediate supervisor.

5.2, Fixed Asset Management

- ✓ Ensure Proper recording of fixed asset and updating regularly,
- ✓ Maintaining, keeping and updating fixed asset registration book.
- ✓ Coding and recording each and every fixed asset under the custody of each staff,
- ✓ Undertaking year end fixed asset count and submitting count report.
- ✓ Recording and keeping all fixed asset information (purchase price, purchase date and etc.)
- ✓ Making repair and maintenance if needed.
- ✓ Ensure that all fixed assets are recorded, safely managed and secured.

5.3, Warehouse or Store Management

- ✓ Ensure that warehouse is clean, neat and convenient to place inventories.
- ✓ Ensure that all inventories on store are safely placed, easily identifiable, placed by type and secured.
- ✓ Ensure that the establishment of bin card for each item and updating it on daily basis.
- ✓ Establishing stock card and updating it on daily basis.
- ✓ Reconciling bin card balance with stock card balance and physical count balance regularly.
- ✓ Ensure that timely preparation of goods receiving notes (GRN) for items purchased or donated or transferred by checking quantity, quality, timeliness, and order.
- ✓ Ensure that timely preparation of goods issue note (GIT) for items authorized to issue.
- ✓ Preparing and submitting inventory report regularly.
- ✓ Undertaking yearend inventory count and submitting count report.
- ✓ Ensure that the store door and windows are properly locked, and the custody is strong enough to prevent burglary and thefts.

5.4, Procurement and Logistic Management

- ✓ Ensure that the availability of approved annual purchase plan and consolidating it in to biannually, quarterly, monthly and weekly purchase plan for each department.
- ✓ Receiving purchase request from each department and checking and ensuring the requested item is planned and approved at the beginning of the year before processing purchase.
- ✓ Processing purchase according to organizations policies and government requirement.
- ✓ Ensure that the goods and services purchased have good and enough quality, quantity and standards to carry out organization operation smoothly.
- ✓ Ensure that the availability, efficiency and sufficiency of office supplies and utilities on daily basis.
- ✓ Ensure that the timely payment of utilities and ready for operational use.
- ✓ Ensure that all vehicles are ready to serve staffs and make vehicle arrangement daily and timely.
- ✓ Make timely repair, maintenance and follow-ups for all vehicles and other sensitive office equipment to improve operational capacity and to increase useful life.
- ✓ Discussing with each department about weekly logistic plan and getting approval for logistic plan.
- ✓ Ensuring the presence of approved logistic schedule and arranging logistics.
- ✓ Managing overall support services.

5.5, Human Resource Management

- ✓ Handle organizational recruiting procedure and maintain staff by recruiting, selecting, orienting and training employees.
- ✓ Properly document personal files in a well arranged, accessible and safe manner.
- ✓ Keeping personal files in a secured, lockable, fireproof file cabinet.
- ✓ Keeping abreast of changes to personal file and update personal file instantly.
- ✓ Ensure safe and secure working environment and developing personal growth opportunities.
- ✓ Ensure smooth running of operation, proper communication and proper service deliberation within department.
- ✓ Ensure contracts, insurance requirements, and government regulations and safety standards are followed properly.
- ✓ Making performance evaluation depending on job expectation.
- ✓ Ensure coaching, counseling, and disciplining employees, initiating, coordinating, and enforcing systems, policies, and procedures.
- ✓ Controlling annual leave, sick leave, maternity and paternity leaves and any other leaves that the organizations granted in policies.
- ✓ Communicate the leave balances to each staff on a regular basis.
- ✓ Ensure that attendance sheets is signed and documented safely.

6, Special Training

- Peachtree accounting training.
- Creative leadership training.
- Compliance and Data protection training
- Personal security training.
- Computerized accounting system Training.
- Basic Computer Training (File Management & File Backup, MS-Office Word, MS-Office Excel & MS- Office Power point, Computer Network, the Internet and Computer Security & Safety

7. Essential Qualities

- Strategic oriented.
- Good social relationship behavior with any social group or individual.
- Good leadership quality.
- Smooth interpersonal communication
- Work under pressure and decision making on complex issue,
- Teamwork & cooperation, assisting & supporting behavior
- Good understanding of government relationship and polices.
- Young energetic and, self-starter
- Always seeking improvement, motivated & inspiring person.
- Commitment to the vision and mission

8. Hobbes and Interests

- ❖ Listening spiritual songs, reading books, Doing physical exercise & listening radio programs.

9. References

- ❖ Ato Dereje Abera- GIZ- Arba Minch, Field Office, Program Manager.
Tel : 0912823770
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- ❖ Mesfin Gizaw-Samaritan Purse, Hossana Field Office Coordinator
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