

Cover Letter

Date: Nov 10, 2022

To: Integrated Service on Health and Development Organization /ISHDO/
Addis Ababa

Subject: Application for Grant Specialist

I am keen to offer my employment service on the above position you have advertised in Ethio-jobs. Based on my relevant qualifications, experience, skills, and personal qualities; in response to your advertisement, you are inviting the application for the position I am confident that I would be an appropriate candidate. As you will see from my resume, I do have six (6) progressive years of experience in the **Group Action Through Option (GATO)** development association of Ethiopia as a **Senior Finance Officer**, both in Emergency and Development Programs donated by various development programs such as USAID, WVE, FH Ethiopia, CRS, OCHA, Save the children, other UN Agencies at different levels of assignments. In Addition, I worked at **Origination for Sustainable Development (OSD)** as a **Senior Project Accountant** for 6 months and 2 months as **Admin and Finance Head** at an emergency area of Afar and Tigray donated by DKH, ESSP2, Help age international, UNHCR, and EU of an international humanitarian organization. Moreover, for a year I worked at **Roots Ethiopia** (an International NGO) as a **Finance manager** and now I'm working at **HRNS-Ethiopia** as **Finance and Admin Head for SAFA, CAFÉ, and EU** projects which are implemented in Amhara and Oromia regions. Having demonstrated competencies, including planning, execution, monitoring, dealing, processing, and reviewing various financial matters such as handling payables activities, processing intercompany transaction, follow-up outstanding advances, preparation of financial reports as per regulation, payroll processing, and disbursements, collection of cash/check, advance settlement, verifying source documents for further approval, provision of effective and efficient support for field finance supervisor, AP officer, program managers, and other sub-grants emergency team member of **Child Protection, Food Security, WASH, DRR, GBV, Livelihood, Health, Nutrition, Shelter, and Education programs**. I relish leading and managing organizations to excellence and the highest standards of professionalism in finance-related work and contributing the best I can to poverty, hunger, and inequality of vulnerable adults, women, and children, to sustain peace and security, to enhance living standards and overall economic development.

The following are some of my key skills and areas of expertise: -





- Recording and handling cash transactions, preparing financial and project reports, maintaining an accurate and timely posting
- Develop project budgets and reports, Review and negotiate terms of grant contracts before signature.
- Supervises administrative and finance staff, assist the project manager in administrative matters,
- Handling and follow-up Follow up on advances and ensure timely settlement.
- Check invoices validity, settle monthly payments, update personnel's file/ data
- Ensure internal control is effective and support and engage in the procurement of goods and services at a local level.
- Facilitate income and withholding tax payments, prepare payroll for all staff, prepare weekly cash book/check report
- Ensure accurate authorizations and internal control procedures are met for all payments
- Maintain project-related records (contracts), review & approve the timesheet of the project
- Enter accounting data into software for advances, assist monthly closing, review purchase declaration report, monitor timely and proper filling of finance documents for audit purposes, orient, train, and coaches another staff member,
- Well-experienced in preparing donor reports, proposal reviews, and sub-grant management
- Maintain confidentiality of documents at her/his disposal. Handling petty cash and local bank transfers.
- Strong organizational, and interpersonal communication, and good command of English and local languages
- Deadline-oriented, ability to work effectively under pressure, Positive and professional attitude, attention to detail
- A strong understanding of Ethiopian finance and tax rules, good financial analysis skills, excellence, commitment, contribution to team success, pro-active problem solving, analytical ability, flexibility, creativity, and responsiveness
- Have experience to work with Knowledge of international financial policies, F.D.R.E and USAID/BHA regulations, IPSAS, IFRS, SUN System, Peachtree Accounting, and **Advanced** Ms office packages of Word, Excel, Access, Power Point & e-mail communication.

I am confident that my strong commitment to social justice, integrity, enthusiasm, and ability to work in remote and difficult areas, which will be attested to by reports from my references; stand me in good stead to be a valuable member of your organization. I have strong communication skills with a knack for clear presentation. Please find my updated CV attached herewith for your reference, record, and further action. Finally, I would be grateful if you call me to participate in the selection process. I would like to you assure that I could be promptly available at your convenience. Thank you for your time and consideration of my application.

Yours Sincerely,

Kasaye Haile

CURRICULUM VITAE

PERSONAL INFORMATION	
Name	Kasaye Haile Belay
	Block- 205 Vicinity, 1 st Street and Avenue, Jemo, Addis Ababa, Ethiopia
	+251-940084880 / +251-922769270 / +251-946302616
	Linkdin.com. Kasaye Haile
	Kasuhaile1@gmail.com / kasyeredu@gmail.com
Nationality	Ethiopian
Date of birth	07,04,1990
WORK EXPERIENCE	
Dates (from – to)	August 02, 2017- January 20, 2021
Name and address of employer	GATO Development Association of Ethiopia
Type of business or sector	Local Based Development Organization collaborated with USAID / UN agency and EU
Occupation or position held	Senior Finance Officer
Major activities and responsibilities	<ul style="list-style-type: none"> - Reviewing cash book, ensuring proper recording of transactions, - Prepare financial and project reports, and maintain accurate financial transactions - Monitor monthly cash flow, ensure timely replenishments and visits projects frequently - Follow up long outstanding advances and payable and keep records up-to date - Reconciling daily, and monthly transactions of general and subsidiary ledger accounts - Review fund request, HRP payroll, and update allocation as per donors' guidelines - Follow-up timely settlement of tax obligations, & being familiar with area of responsibility - Prepare payroll, and Facilitate settlements of employment income tax payments, - Conduct monitoring visits, supervising financial records, giving technical support
Major achievements	<ul style="list-style-type: none"> - Supervised and delivered advisory services in coordination with other team members - Provided technical input and oversight into design of monitoring and evaluation system - Team Leader – Organizational capacity development Assessment, - Managed all qualitative data collection activities and provided support to various teams. - Provided technical assistance in internal systems & standardized all reports for grants. - Creates and encourages a climate of team-work and collaboration
Dates (from – to)	June 15, 2021 – November 20, 2021
Name and address of employer	Organization for Sustainable Development (OSD)
Type of business or sector	Local Based Development Organization collaborated with EU, DKH, UNHCR, UN Agencies
Occupation or position held	Senior Project Accountant and Admin and Finance Head
Major activities and responsibilities	<ul style="list-style-type: none"> - Produce timely and accurate interim and final donor financial reports, - Review & verification of expenditure, bank reconciliations on a monthly basis - Ensure expenditures are as per donor's budget and financial guidelines, - Conduct surprise cash count, reconcile physical count and report any discrepancies - Involving in budget preparation, management and cash flow analysis, - Providing finance head and donor with timely financial report and budget forecasts - Updating contacts as per donor requirements and report budget amendments - Maintain project related record (contracts), review & approve time sheet of project - Review and approve overheads charges to be applied to the project - Investigate project variance and submit variance report to finance head and director - Respond to detail requests to donor and closeout project accounts upon completion - Complete information for internal and external auditor as required - Work collaboration with other project activities and officers

Major achievements	<ul style="list-style-type: none"> - Effectively follow-up and control daily and monthly financial and operational transaction - Provision of financial technical support in GBV, DRR, WASH and Livelihood project - Team Leader, Organizational capacity development Assessment, - Collect and manage all financial data activities and provided support to various teams. - Provided technical assistance in internal systems & standardized all reports for grants. - Creates and encourages a climate of team-work and collaboration
Dates (from – to)	November 25, 2021 – until now
Name and address of employer	Roots Ethiopia
Type of business or sector	US Based International Development Organization collaborated with Save the children, WEEMA, and other UN Agencies
Occupation or position held	Finance manager
Major activities and responsibilities	<ul style="list-style-type: none"> - Verify the day-to day financial transaction and ensure proper documentation - Facilitate and follow up procurement process of goods or services purchase - Prepare financial and project reports, maintain accurate financial transactions - Ensure transactions are properly are recorded, posted and documented - Ensure timely preparations of quarter financial report and budget - Review, update, and aware the financial and procurement manuals
Financial Risk Management and Compliance	<ul style="list-style-type: none"> - Identify and report unrecoverable receivable balances - Ensure grant disbursement activity is in alignments with donor office requirement - Maintain all internal control variables for disbursement activity - Properly compile, mark paid stamp and submit financial documents to national office - Participate in organizational internal, local external and Global Center audits preparation - Cover for grant Finance officers, disbursement officer and others responsibility - Process on time withholding and Per diem tax payment and maintain the tax remittance
Finance Professional ethics and code of conduct	<ul style="list-style-type: none"> - Ensure the financial and accounting integrity of organization. - Recognize the importance of practicing organization core values - Punctuality and effective on use of working hour for organizational business - Provide objectively verifiable reports to management and stakeholders. - Escalate abnormal, fraudulent acts to management without hesitation. - Ensure confidentially for organization financial information and encounters
EDUCATION AND TRAINING	
Dates (from – to)	November 30, 2008- July 07,2011
Name of educational institution	Hawassa University
Principal subjects covered	Sociology
Title of qualification awarded	BA Degree
Level in national classification	A great Distinction Grade with 3.42 CGPA
Dates (from – to)	October 20,2014- April 17, 2017
Name of educational institution	Rift Valley University
Principal subjects covered	Accounting and Finance
Title of qualification awarded	BA Degree
Level in national classification	A very great Distinction Grade with 4.00 CGPA
Dates (from – to)	October 13,2018 -May 20,2020
Name of educational institution	Arsi University
Principal subjects covered	Accounting and Finance
Title of qualification awarded	MSc Degree
Level in national classification	A very great Distinction Grade with 3.87 CGPA and a Very Good thesis result

TRAININGS AND CERTIFICATION	<ul style="list-style-type: none"> - Peachtree Accounting software from Unique Consultancy and Training PLC held from October 1-30, 2020 in Adama, Ethiopia. (48 Hrs. training) - Basic computer hardware and software system from Unique Consultancy and Training PLC held from June 1- 30, 2019 in Adama, Ethiopia. (48 Hrs. training) - International Financial Reporting Standard (IFRS) from Unique Consultancy and Training PLC held from January 1- 30, 2020 in Adama, Ethiopia. (40 Hrs. training) - International Public Sector Accounting Standard (IPSAS) from Unique Consultancy and Training PLC held from January 1- 30, 2020 in Adama, Ethiopia. (48 Hrs. training). - Advanced MS word, Excel, power point, MS Access, Spreadsheet & social media Access and E-mail and networking Communications from ICoTech Earth Link Technologies Training Center held from March 1- April 5, 2022 in Addis Ababa, Ethiopia. (40 Hrs. training)
PERSONAL SKILLS AND COMPETENCES	

MOTHER TONGUE	Amharic
OTHER LANGUAGES	English, Oromiffa & Tigrigna
Reading skills	Excellent
Writing skills	Excellent
Speaking skills	Excellent
listening skills	Excellent
SOCIAL SKILLS AND COMPETENCES	<p>Exceptional Interpersonal and Team Leading skill. Result-driven and resource-oriented way of working Ability to communicate adequately to different target-groups Ability to adapt quickly and proactively to changing conditions Cooperative and Teamwork and outstanding communication skills. Flexible and creative approach, keen to take initiative</p>
ORGANIZATIONAL SKILLS AND COMPETENCES	<p>High level accuracy, attention to details skill Sound experience in accounting and financial administration Capability of concise and coherent reporting according to standard formats Keeping confidentiality, excellence, adaptability, innovation, coaching, planning & organizing</p>
TECHNICAL SKILLS AND COMPETENCES	<p>Creative and analytical thinking, Intelligence, Excellence and Analytical ability Strong innovative thinking creatively high degree of professional responsibility and integrity Ability to work under pressure, meeting deadline, Knowledge and experience Federal and Local government financial rules and procedures Knowledge of basic International financial software uses knowledge of managing a multi-donor fund Knowledge of USAID rules and regulations SUN system, Project Management software, Peachtree software, SUN System, IFRS, IPSAS, Advanced MS word, Excel, Access, Spreadsheet & E-mail.</p>

REFERENCES

Name	Miss. Lemelem Gobu	Mr. Abraham Selamu	Mr. Alemayehu Menta
Organization	Origination For Sustainable Development	Plan International Ethiopia	GATO Development Association of Ethiopia
Position	Admin and Finance Head	Senior MEAL Coordinator	General Director
Telephone	+251-913255487	+251-911785701	+251-26968764
E-mail	abulinagg@gmail.com	abrahamselamu785701@gmail.com	almayehumenta@gmail.com
Relationship	Immediate supervisor	Professional	Former immediate supervisor