

Contact

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Top Skills

Tax Accounting
Financial management
Account Reconciliation

Languages

English (Professional Working)

Certifications

Financial Management Essentials
International Financial Reporting Standards (IFRS)
Tax Accounting
BSAFE
FMD Pro: Financial Management

Biruk kasahun

Senior Grant Finance Officer
Addis Ababa, Ethiopia

Summary

Being an expert in finance administration experience with Kifya Financial technology as CSO and joined an international company MOENCO Inchcape Co. as Accountant from April 2014 - August 2018 which highly benefit me in getting well experienced finance professionals which i consider as my foundation for my finance career now in preparing financial reports and statements while manages a range of finance-related tasks and then join international Non-profit organization World Vision Ethiopia From August 2018 - March 2022 as Crises Response Finance Officer which i had been engaged in various grant emergency Projects in Gedio & West Guji (G-G) emergency response and Northern Ethiopia crisis response managing USAID-BHA,ECHO,UN-OCHA,OFDA,DFID,UNICEF,WFP, BMZ, Various Foundations grants including Hilton, Lego etc. funds projects directly involved in more than 60+ projects with dedicated team in successfully completion of the projects with great impact for the community we serve ,Now am working with ChildFund International Ethiopia office as Sr. Grant Finance Officer for various grants in program department; All my experience allow me to be strong analytically, professionally and to have good communication with internal and external party's. This has helped me to achieve lasting social change through the involvement of for Non-profit investment, which require the composition of knowledge, negotiating skills and hands on experience with all sector in development supported by disciplined rigorous administrative and Finance management. With more than 9+ Years of experience and counting.

If you want to know more about me, send me a message or reach out to me at biruk1acct@gmail.com

Thanks

Biruk

Experience

ChildFund International

Senior Grant Finance Officer

March 2022 - Present (7 months)

Addis Ababa, Ethiopia

Major duties and Responsibilities

- Implement a system that will allow the program to anticipate risks and ensure compliance with ChildFund and prime donors requirements.
- Conducts training to build capacity of the finance and non-finance staff working on projects, including partners, in financial systems, policy, procedures and compliance requirements.
- Works with Budget Holders and grants & resource mobilization personnel to ensure implementation of all donor compliance requirements, fiscal planning of budget, initiate corrective actions, prepare budget revisions and projections
- Maintain an adequate cash flow to ensure that there is sufficient cash to cover project activities and plans, support the Budget Holder and partners to prepare monthly cash forecast in a timely manner
- Maintain an up-to-date list of donor regulations that ensure compliance and disseminates the same to all program teams as is relevant
- Prepare and review monthly financial reports and ensure that they are consolidated for monthly distribution to budget holders and provide regular feedback to project staff and partners
- Provide monthly, quarterly and mid-year financial reports on actual vs budget spend and analysis
- Ensure all program budgets are tracked according to funding ceilings and ensure monthly reporting to program teams on expenditure
- Responsible for the tracking of cost share expenses as required by the award and identify other areas for program cost share
- Contribute to the development of proposals for grants and NSP to ensure all operational shared program support costs and LOE are budgeted and participate in budget revisions
- Accountable for timely preparing and submitting quarterly, bi-annual, annual, or as required by donors, reports on all grant funded activities in agreed formats/templates
- Ensure that Local partner reports are reviewed, coded & journal entry is uploaded to efinancials.
- Support monthly closing of the country office accounts etc.

World Vision

Response Finance Officer

August 2018 - March 2022 (3 years 8 months)

Ethiopia

Major duties and Responsibilities

- Process Grant Financial transaction/ in compliance with WVI FM manual, internal policies, terms, conditions and regulations of the grant according to the grant terms and conditions.
- Monitor grant project spending and follow abnormal balances/records, unallowable costs, and report to concerned managers and project budget holders for direction
- Establishes good working relationship with local officials, each level government bodies and other stakeholders; works closely with field staff and the communities to initiate project activities and to disseminate information
- Engage in preparation of monthly LDR for respective grant projects and encourage field staff as per grant requirement.
- Facilitate and process all type of employee advance requests for grant program staffs and follow up for the settlement of all local travel and business advances within due date
- Prepare cash flow of the grant projects, and submit to Grant Finance Manager for final review and posting to sun system
- Involve in budget preparation, cash flow analysis, budget management and control in collaboration with staff
- Prepare/review adjusting entries, corrections, amendments entries for grant project, hold journals in Sun System in real time bases and maintain adequate supporting documents for all grant related journals

MOENCO

Accountant

April 2014 - August 2018 (4 years 5 months)

Addis Ababa, Ethiopia

Major duties and Responsibilities

- Handling, following, inspecting branch financial transactions
- Monthly Bank Reconciliation of every accounts, following, and resolving any outstanding issues.
- Sales and related reports ,developing comparison & variance analysis report for the concerned bodies.
- Profit Margin analysis and sales comparison analysis.
- Cost breakdown analysis for vehicles and various sales.

- Conducting Perpetual and Periodic inventories and taking proper actions on variances.
- Handling of VAT declaration and VAT related reports in comply with local, state & federal government reporting requirement.
- Withholding tax (WHT) analysis & report management.
- VAT voucher management & report handling.
- Monthly General Ledger Reconciliation of every account, following, and resolving any issue.
- Cash register and Z-report management.

Kifiya Financial Technology PLC

Customer Service Officer

October 2013 - February 2014 (5 months)

Addis Ababa , Ethiopia

Major duties and Responsibilities

- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Acknowledging and resolving customer complaints.
- Processing orders, forms and requests.
- Keeping records of customer interactions, transactions, comments, and complaints.
- Communicating and coordinating with colleagues as necessary.
- Providing feedback on the efficiency of the customer service process.
- Ensure customer satisfaction and provide professional customer support.

Education

Hawassa university

Bachelor of Arts (BA), Accounting and Finance · (2010 - 2013)

Lead star collage of management and leadership with Ashland University

Master of Business Administration (MBA), Business Administration and Management, General · (2016 - 2018)