

TESFAYE LAKEW SEBSIBE

+251-911-647307

lakew67@gmail.com

CERTIFIED PUBLIC ACCOUNTANT (CPA)

OPERATIONS, FINANCE, HR, PROCUREMENT, CONTRACTS, GRANTS, SAFETY & SECURITY

Driven, knowledgeable, Operations, Procurement, Contracts, Grants and Finance Management with over 15 years of experience in the development, implementation, and management of USAID programs in Ethiopia. Experience working with IDPs and affected communities and exposure to developing and managing development projects. Strong skill and experience in leading and managing multiple Procurements and Grants and multi - sector projects. Proven ability to develop, implement, manage, and monitor Development Projects. Strong commitment and demonstrated track record in the sustainability principles and practices, proven ability to execute programs effectively and efficiently. Strong skills in monitoring procurements, grants, contracts, subcontracts, budgets and ensuring adherence to contractual agreements. Proven Ability and experience to work independently. Fluent in English and Amharic.

PROFESSIONAL EXPERIENCE

Consultant: December 1, 2020 - to date

TASKS:

- Management and supervision of all financial activities including payment of transactions, posting, reporting and preparation of financial statements.
- Reconciliation of Bank Statements with Book of Accounts
- Operate and supervise all internal office systems required for the effective implementation of the project including operational and finance activities;
- Supervise finance/administrative assistant and oversee financial management, internal controls, auditing and reporting;
- Develop purchase order contracts with proper quotations and selection memos in place and conduct background checks through US databases (SAM and Visual Compliance);
- Ensure policies and procedures are properly carried out by project staff and advise staff on regulations and policies and procedures.
- Use OneSource to catalogue, archive and secure all project deliverables, interim reports, and other project related materials that are generated during the course of the project with close coordination and back up with the HO;
- Liaise with local subcontractors and work with the HO to monitor their subcontracts, budgets and deliverables;
- Lead HR management including recruitment, the hiring of employees, and the management of personnel files;
- Responsible for establishing and maintaining on regular basis Inventory of the organizations
- Oversee staff safety, security protocols, and compliance with donors and company requirements. Ensure office security is enforced and petty cash is locked;
- Update staff and communicate with HO when necessary, all office policies, procedures, and manuals, and policies on travel, holidays, time sheets;
- Supervise grants process and grants assistant, including issuance of RFA/APS, review of concept notes and grant applications, providing guidance to potential grantees, collecting all backup documentation and finalizing grant application, as well as monitoring grant progress and disbursement, and documenting actual achievements and corresponding payments. Ensure all grant procedures are followed and proper documentation is gathered and recorded;
- Manage closeout activities

Operations Manager

- Lead the procurement activity, in strict and in accordance with USAID regulations.
- Develop RFQ and RFP and issue to vendors and subcontractors.
- Operate and supervise all internal office systems required for the effective implementation of the project including operational finance and procurements activities.
- Supervise finance/administrative activity and oversee financial management, internal controls, auditing and reporting.
- Develop purchase order contracts with proper quotations and selection memos in place and conduct background checks through US databases (SAM and MK Denial).
- Ensure policies and procedures are properly carried out by project staff and advise staff on
- Responsible for the implementation of USAID regulations and AECOM policies and procedures.
- Use OneSource to catalogue, archive and secure all project deliverables, interim reports, and other project related materials that are generated during the project with close coordination and back up with the HO;
- Liaise with local subcontractors and work with the HO to monitor their subcontracts, budgets and deliverables;
- Lead HR management including recruitment, the hiring of employees, and the management of personnel files.
- Responsible for establishing and maintaining on regular basis, the Lowland WASH Inventory.
- Oversee staff safety, security protocols, and compliance with AECOM & USAID requirements.
- Ensure office security is enforced and petty cash is locked.
- Update staff and communicate with HO when necessary, all office policies, procedures, and manuals, and policies on travel, holidays, time sheets;
- Supervise grants process and grants assistant, including issuance of RFA/APS, review of concept notes and grant applications, providing guidance to potential grantees, collecting all backup
- documentation and finalizing grant application, as well as monitoring grant progress and
- disbursement, and documenting actual achievements and corresponding payments.
- Ensure all grant procedures are followed (as per approved grants manual and USAID regulations) and proper documentation is gathered and recorded.
- Raise issues with COP, DCOP and HO Program Management Unit when necessary.

PROFESSIONAL EXPERIENCE

(Continued)

FAMILY HEALTH INTERNATIONAL / FHI360: October 5, 2013-March 31, 2015

Senior Grants Officer

- Management of all aspects of the grant processes including drafting Request for Proposal (RFP), issue of Request for Proposal (RFPs) managed in collaboration with activity leaders.
- Management and evaluation of technical and financial proposals of different organizations.
- Conduct pre award financial assessment of sub grantees
- Management of -USAID Partnership Activity.
- Manage all aspects of the grant processes including:

- Draft and issue of request for applications (RFAs) and Request for Proposal (RFP) in collaboration with activity leaders
- Conduct Pre-Award Financial Assessment of grantees
- Draft and award of Grants
- Monitor financial reports and documents of grantees
- Grant administration and closeout
- Ensure grantee financial and technical reporting is received on time
- Train project staffs on contract/grants topics and policies

FAMILY HEALTH INTERNATIONAL / FHI360: February 2011-September 30, 2013.

Procurement & Grants Manager

- Manage purchase orders, personal service contracts (PSC), Request for Application (RFA), Request for Proposal (RFP) & request for quotes (RFQ), Purchase order (PO)
- Manage & administer procurement tasks as per AED/Washington procurement policies
- Preparation of specification documents including request for proposal and request for quotations
- Collection and review of proposal including technical and price information
- Preparation of analysis and recommendations on most cost-effective procurement options & onsite reviews
- Physical procurement of commodities, equipment and supplies
- Maintain calendar of contract, invoice and reporting deadline, following instructions by AED/HQ as needed
- Prepare and submit invoices and reimbursement requests, according to contract specifications to AED/Washington
- Manage all procurement paperwork including but not limited RFA/RFP, review & final approval, justification and selection memo, purchase order, scope of work (SOW), budget, budget notes and 1420s, correspondence regarding SOW, budget negotiation, bid matrix or sole source certification, Terrorism searches and OANDA print out of USD exchange calculation
- Manage all aspects of the grant processes including:
- Draft and issue of request for applications (RFAs) and Request for Proposal (RFP) in collaboration with activity leaders
- Conduct Pre-award financial Assessment of grantees
- Draft and award of Grants
- Monitor financial reports and documents of grantees
- Grant administration and closeout
- Ensure grantee financial and technical reporting is received on time
- Train project staffs on contract/grants topics and AED policies

PROFESSIONAL EXPERIENCE

(Continued)

ACADEMY FOR EDUCATIONAL DEVELOPMENT /AED: February 2010 to January 31, 2011:

Senior Admin & Finance Officer

- Prepare monthly Imprest financial reports for submission to AED headquarter.
- Work with the finance team to ensure that advances are reconciled in time and all required documents are filled in expense reports.
- Ensure that all field expenses are recorded with appropriate EOC and respective program code (JAMIS job number)
- Ensure that all contract and procurement activities are in accordance with the AED\USAID contract and procurement manual, rules and procedure.
- Coordinate all consultant contracts and procurement related activities of Ethiopia field office and support the respective department to follow the contract and procurement procedure requirements.

- Arrange training and capacity building program in connection with financial and contractual related issues.
- Prepare monthly payroll and regular monthly reconciliation of payroll.
- Monitoring actual level of expenditure on individual programs against budget and comparison with the monthly expenditure forecast.
- Work with the Finance & program staffs in the preparation of the monthly cash budget forecast.
- Ensure all financial transactions are carried out and recorded in Quick Book accounting software and in accordance with AED Ethiopia financial procedures and guidelines.
- Responsible to ensure that all checks and petty cash payments are made in accordance with local tax laws.
- Follow up the day to day operation of the Finance and Admin office and ensure that all accounting and administrative activities are carried out as per the rules and procedures of AED.
- Monitor and ensure that adequate cash is level is available in the bank accounts

INTERNATIONAL INSTITUTE OF RURAL RECONSTRUCTION / IIRR, March 1, 2000 to September 30, 2009

Finance and Administrations Manager

- Responsible for financial management of the organization
- Participate in the development of organizational strategies
- Prepare budget and track expenditures
- Analyze accounting records, financial reports and statements to ascertain their correctness and compliance with GAAP and with policies and procedures of the organization
- Review financial guidelines and the accounting systems
- Ensure sound financial management systems are in place
- Ensure financial and other requirements are in compliance with donors' requirements
- Prepare monthly, quarterly and year-end financial statements and reports
- Ensure proper internal control systems are in place
- Oversee and manage daily financial functions including timely recording of transactions, cash management, banking, payroll, procurement, inventory, receivables and payables
- Establish and maintain adequate level of internal control system
- Plan and implement systems of financial operations; cash flow management, consolidation of accounting information, internal controls financial reporting, financial record keeping, grant management and compliance
- Manage the month end accounting close out process, ensuring the accuracy and completeness of the ledgers, journals, and all supporting documents
- Prepare monthly balance sheet and bank reconciliation
- Coordinate the preparation and ensure the timely submission of monthly financial reports
- Oversee the maintenance of all accounting records are complete, accurate and safeguarded
- Ensure appropriate system and tools of budget monitoring is in place
- Oversee and ensure proper asset management practices are in place

TESFAYE LAKEW

Page Four

PROFESSIONAL EXPERIENCE

(Continued)

- Prepare monthly, quarterly and annual pipeline reports
- Liaise with external auditors to facilitate external audits.
- Prepare donor financial reports and ensure its compliances with donor requirements
- Monitor budget and expenditure of program and nonprogram activities
- Forecast Income & expenditure and prepare cash flow statement
- Reconcile bank statements with book of accounts
- Partners grant management and administration
- Review monthly financial records and postings in the quick book accounting software and submit to the regional offices
- Install and upgrade Quick book accounting software and train finance staff on this and other computer programs
- Ascertain all government tax are paid on time and accurately
- Grant management of government partners, school partners, local NGO's and media partners.
- Develop grants and contractual agreements as per the rules and procedure of the organization and as per the law of the country

- Review proposal and budget of partners
- Allocate and tracking budget of partners
- Prepare request for proposal and grant agreement
- Monitor grants issued to partners
- Ensure timely submission of financial and activity report by partners
- Review and approve quarterly financial activity reports of partners
- Facilitate Closeout process of partners budget and activity
- Responsible for human resource management including staff recruitment, placement, transfer, performance management, promotion, training & development, compensation and benefits
- Responsible for identifying training need, organize training and evaluate the impact of training
- Follow up staff performance evaluation is undertaken periodically
- Ensure that personnel records are updated and kept securely
- Develop and implement appropriate HRM Policies and procedures
- Ensure recruitment, selection & promotion of employees are executed in accordance with HRM policy of the organization
- Plan, program and supervise staff performance
- Follow up and Implement staff development and staff appraisal
- Ascertain all staff records like annual leave, time records, personal files are kept properly
- Check all working conditions are safe and ensure healthy working environments
- Prepare and update administrative manual in consultation with other staff
- Coordinate all human resource activities
- Monitor fixed assets and conduct annual inventory

Christian Children's fund Inc (CCF) December 1, 1992- November 30, 2000:

Senior Accountant

- Ensure that proper financial policies, procedures and systems are operated and maintained
- Ensure that all financial transactions are compliant with local laws, donor regulations and policy of the organization
- Responsible for the preparation of monthly and annual financial statements
- Responsible for the preparation of donor financial reports
- Responsible for the preparation of budget of the organization
- Responsible to reconcile bank statements with book of accounts
- Responsible to prepare payroll
- Responsible for budget monitoring and administration

TESFAYE LAKEW

Page Five

PROFESSIONAL EXPERIENCE

(Continued)

- Responsible for auditing of the financial statements by external auditors
- Ensure that procurements are carried out in accordance with policies and guidelines of the organization
- Perform human recourse related tasks; staff recruitment, promotion and development
- Responsible for property management including purchasing, store and fixed asset management
- Ensure annual leaves of staff are kept update
- Ensure personnel records are kept up to date

EDUCATION

Certified Public Accountant (CPA) - AABE, 2018

Bachelor of Arts Degree in Accounting-Unity University ,2005

Associate Degree in Accounting- AAU, Commercial College, 1987

INDRAGHANDI OPEN UNIVERSITY-MBA Courses

TRAININGS

- ✓ ISMTA International Academy-**Certificate** - Security Operations and Administration
- ✓ Logitron International: -**Diploma-Information Technology**: MS-Office,
- ✓ Venus computers: **Certificate**: Peach tree accounting
- ✓ AECOM: **Quicken Accounting Software**
- ✓ IIRR: Quick book accounting software, Quicken software, Internet & e-mail training, Monitoring & evaluation proposal writing
- ✓ Ethiopian Management institute: **Certificate**: “Basic accounting & principles”
- ✓ CRDA: **Certificate**: taxation and donors reporting requirement
- ✓ AED/Fhi360: Procurement and Grants Management, GFAS Accounting software, SAM System Management training

EXPOSURE

- ✓ Exposure of traveling outside of Ethiopia
- ✓ Participated in several regional and global meetings:
- ✓ Participated in the development of strategic Plan of IIRR in Kenya
- ✓ Participated in annual planning meeting of IIRR in Kenya-Nairobi, Kisumu & Tika
- ✓ Participated in IIRR global finance team training in Philippines, Silang

PROFESSIONAL MEMBERSHIP

- ✓ Member of Addis Ababa University Alumni network
- ✓ Member of Society of Human Resource Management Ethiopia (SHRME)
- ✓ Member of Accounting Society of Ethiopia (ASE)

AWARDS

- ✓ Received IIRR long service award.
- ✓ Received AED certificate of appreciation.
- ✓ FHI360 certificate of recognition & appreciation
- ✓ Received DT Global Certificate of appreciation

REFERENCES

- ✓ Ms. Nikita Salgaonkar Program Manager, DT Globa/USAID Lowland Activity: email: salgaonkar@gmail.com, Tele, +1 (714) 809-3188
- ✓ Mr. Petros Birhane, COP, DT Global/USAID-Lowland WASH Activity: e-mail: petrosbirhane@ymail.com, Tele, Mobile: +251-911538756
- ✓ Mr. Solomon Tesfaye: Finance Manager, Social Impact/SI/: e-mail: solo8305@gmail.com, Tele, Mobile: +251-911-63-20-70