

Wondafrash Amde.

Key Skills:

Excellent time management skills

proven ability to effectively manage multiple responsibilities in a busy environment and to identify urgent tasks, ensuring they are prioritised and completed in a timely and accurate manner.

Ability to work under pressure

highly experienced at operating in high-pressure situations where I have been required to carry out complex tasks within a short timeframe. I have experience processing highly technical information, and I remain calm and maintain a high standard of work when under pressure.

Work experience in: organizations, **Mariestopes international Ethiopia, Pro pride, Consortium of self-help group approach promoters (CoSAP) ie Network of 17 local NGOs, Facilitators for Change, and Nib International Bank.**

As finance professional, the range of skills and knowledge; grassroots to Managerial level experiances,will help your organisation achieve its goals. I like to identify and develop opportunities: I believe that where there is a will there is a way. As such, I am dedicated and reliable with strong organisational and interpersonal skills.

Education: BA. Accounting. Adama University .2007,With Distniction

Languages: Amharic (mother tongue), English (Excellent working knowledge).

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Long-term assignments:

1- Finance & Administration Manager

PRO PRIDE

(April 2018 – to August 2022)

Duties and responsibilities:

- Monitor and manage expenditures within allotted budget.
- Develop and maintain standard financial and administrative procedures.
- Respond to donors queries/issues in a timely manner.
- Work closely with Executive and program Directors in preparation of proposals and operational budget.
- Review all invoices and make the relevant payments in a timely manner.
- Review accounting discrepancies and recommend corrective actions.
- Assist in implementing standard accounting policies.
- Ensure the preparation and maintenance of all financial records.
- Supervise preparation of all monthly and annual finance reports in a timely fashion.
- Supervise and manage payroll processing and tax filing activities.
- Provide training and guidance to finance and admin teams as needed.
- Identify and resolve financial and administrative issues..
- Monitor employee benefits packages, including insurances and Severance..
- Review administrative and operational systems and insure they are in place and cost-effective.
- Formulate financial budget and track the appropriate utilization of the fund.
- Perform financial analysis and cash flow projection
- Manage cash, payroll, procurement processes, and asset registered
- Monitor the expenditure and financial performance
- Coordinate operations and manage all administrative issues.
- Liason with External Auditors
- Design and execute financial systems for increased accountability and financial control.

2-Field Finance & Administration Officer

**Marie topes International Ethiopia
(March – December 2017)**

Duties and responsibilities:

- Record drugs stock receipts, transfers and consumptions of Centres and Social Franchising activities in Peachtree accounting software and send monthly

reconciliation reports to the Support office, Finance and Asset management departments.

- Properly codes and records field office expenditure, income and any other related transactions in the books of accounts
- Receives payment requests, checks supporting documents and coding for completeness and proper authorization; and writes cheques and corresponding payment vouchers.
- Ensures valid cash receipts/invoices are delivered to finance for all cheques issued to Payees.
- Follows-up and ensure working advances at the centres are liquidated timely
- Ensures that monthly stock count is carried out by the stores, obtain the count result, check count against Peachtree stock record balances and MSIE's Reconciliation Report and take or present to the management for timely appropriate action on variances
- Perform clearance of long outstanding advances and stock variances
- Facilitate the stock replenishment process in consultation with store keepers and Centre Heads.
- Prepare payroll for temporary and contract employees and other regular payments with due consideration to deductions (taxes, advance, loan....)
- Check all clinic receipt, invoices and petty cash payments
- Keep up to date and orderly controlling records of receipts and issuance of goods
- Participate in the annual physical count of stock and fixed assets
- Ensure maintenance of memorandum records for all capital goods (long-term assets) with a value below the organizations capitalisation policy with proper and easy identification.
- Make regular visits to Centres to provide technical assistance to Centre Receptionist/Cashiers, Storekeepers and Centre Heads in the areas of cash, stock and asset management and human resources
- Advise centre heads on financial policies and procedures as well as procurement rules and regulations
- Ensure that all financial and procurement transactions at the Centres are conducted per MSIE's financial policies and procedures and procurement regulations as well as following donor compliance requirements
- Undertakes any other related duties that may be assigned by immediate supervisor
- Manage procurement activities at the service outlets level
- Establish efficient and cost effective procurement system for the field office based on - procurement regulations and procedures.
- Ensure that government taxes and fees relating to ownership of MSIE building facilities are timely paid and the title deeds are timely renewed
- Ensure that proper safety and security mechanisms are in place at all MSIE office/clinic locations under the Field Office
- Maintain fixed asset register and keep a custodian sheet signed by users for property under their custody

3-Senior finance officer,

**Pro pride
USAID funded Mulu HIV Prevention project.
(May 2013 – April 2017)**

Duties and responsibilities

- Assist in budget preparation and management activities.
- Conduct periodic financial analysis to identify and resolve issues, gaps or variances.
- Manage cash controls as well as maintain book keeping up-to-date.
- Ensure maintenance of the general and subsidiary ledgers.
- Ensure all expenses are within assigned project budget.
- Ensure account receivables and payables activities are performed accurately and timely.
- Ensure that financial transactions are properly updated and recorded.
- Manage the preparation of balance sheets, income statements, expense reports, etc.
- Ensure data integrity in all financial reporting.

- Update financial records with recent transactions and changes.
- Perform finance analysis, reporting and management tasks.

4-Admin. And Finance Coordinator,

**Cosortium of self help Group Approach
Promoters(CoSAP)
August 2011 – May 2013**

Duties and Responsibilities

- Coordinating implementation of the financial administration of the projects according to donor and CoSAP regulations and minimum standards in general.
 - Ensures proper tracking of all projects expenditure against budget,
 - Analyse recurrent costs and expenditure trends, and the financial position and helps the Project Manager in preparing and revising budgets,
 - Assist in compilation and Review of financial reports prepared for donors,
 - Coordinating to provide regular financial updates as and when requested.
 - Ensure that proper financial policies, procedures, and systems are applied.
 - Ensure all payments are made in accordance with the local Tax laws.
 - Monitor project implementing members and assist them to comply with donor's and government's requirements and with CoSAP grant administration policy.
 - Review and verify financial documents of project implementing members quarterly and report on compliance with generally accepted accounting principles, CoSAP requirements, MOU, Sub agreements, donor's requirements, Government laws and other regulatory agencies requirements.
 - Review budget shift requests and submit recommendation to the Director.
 - insure all the staff salary and benefits are paid on time and in accordance with the organization's policy and procedure
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5- Accountant

**Facilitators for Change
Feb 2011- October 2011**

Duties and Responsibilities

- Prepare monthly payroll.
 - Prepare quarter financial report.
 - Prepare monthly bank reconciliation.
 - Prepare payment documents and effect various payments according to the financial rules and regulation of the organization and post to the appropriate account.
 - Assist the project coordinator in facilitating trainings and workshops.
 - Assist the project coordinator in evaluating budget of partners' funding proposal.
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6- Accountant

**Nib International Bank
Nov 2008-Feb 2011**

Duties and Responsibilities

- Supervise the daily domestic banking operation of the branch.
- Authorize payments.
- Insure efficient utilization office supplies in the branch and communicate with the H.O for timely replenishment.
- Handling as custody, all monetary instruments like, cheque books CPOs, Drafts, fuel coupons and the like
- Insure timely settlement of utilities costs, like office rent, water, telephone etc.
- prepare monthly payroll
- Follow up and reconcile all the books of accounts of the branch.
- Monthly closing and prepare profit / loss, loan return and staff strength reports and submit to the head office .
- Acting as loan committee in evaluation of customer's loan application and approval.
- Preparing daily, weekly, monthly and quarter reports and submit to the head office.
- With the branch manager Preparing quarter and annual financial and human resource forecast.

Short courses/training attended:

- Took professional training, on Quickbook
- Took professional training, on Grant Management
- Took professional five day long training @ CCRDA, on International public sector Accounting standards
- Certificate in mind set, mind mapping and consciousness from natnaeal memory training centre.
- Took professional training, data analysis and interpretation communication, time management

Professional referees**Ato Digele Feleke**

Director

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Ato Yosef Akalu

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