Date: 13/11/2022

To: [Integrated Service on Health and Development Organization /ISHDO/](https://www.ethiojobs.net/company/154626/Integrated-Service-on-Health-and-Development-Organization--ISHDO-/)

**From: Gelane Amenu**

## Subject: Application for [Grant Compliance Specialist](https://www.ethiojobs.net/display-job/436791/Grant-Compliance-Specialist.html?searchId=1668331458.1263&page=6)

Dear Madam/ Sir,

## This is a letter of expression of interest to compete for the vacant position of [Grant Compliance Specialist](https://www.ethiojobs.net/display-job/436791/Grant-Compliance-Specialist.html?searchId=1668331458.1263&page=6)

. I have Masters of Science in Accounting and Finance from Addis Ababa University and BA degree in Accounting and Finance from Arba Minch University, partly ACCA qualified and IPSAS Certificate from Addis Ababa University. I have more than 12 years of experience in financial management, grant management, auditing and financial monitoring and follow-up, provide finance related training/capacity building.

I am currently working for Plan International Ethiopia at Country Office as Grant and Finance Coordinator. When I work on this position I am in charge of produce monthly Budget Vs Expenditure report to internal management as per donor agreed currency for the assigned grant, prepare periodic donor report using the donor template as required for the assigned grant, support programme team in annual  budget preparation to ensure the budget are accurate, reasonably and  incorporate all costs like apportion cost and other detail engagements are mentioned in my CV.

Before Plan International Ethiopia I was served in Development Fund of Norway as Finance Advisor , in DF I was managed developing budget, review annual budget submitted by implementing partners, assist implementing partners in finance related issues, conduct financial monitoring and follow up of implementing partners to ensure whether the implementing partners are complying the terms and conditions of the grant agreement\donor agreement and local rules and regulations\capacity building training for more than 20 implementing partners(both international and local NGO’s), conduct risk assessment and institutional assessment for the existing and new implementing partners, quarter financial report review and facilitate the external audits of the implementing partners were the main tasks. Further I was served as external auditor in TAY audit firm and lecturer in Arba Minch University.

In addition to this, personally I am really motivated to contribute my part in humanitarian response currently our country is facing challenges in this area and Also I have experience of working with different donors working in humanitarian response and development area like OCHA,UNICEF,NORAD,Germany foundation,Poul Due Foundation, etc. Also my personal skills like attention to detail, motivation, commitment, working under pressure, punctuality, self-starting, my work experience (directly linked to the project management) and good educational background hope helps me to meet your requirement and capable for the position your organization advertised.

Tel Mobil # +251-9 29 13 18 31

E-Mail : amenugelane@yahoo.com

Sincerely, Gelane Amenu