

PERSONAL INFORMATION

GELANE AMENU TIYYITI

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Sex: Female

Date of birth: 05/05/1989 G.C.

Nationality: Ethiopian.

WORK EXPERIENCE

Occupation or position	Grant and Finance Coordinator
Date	October 11,2021 to present
Name and address of employer	Plan International Ethiopia country office Addis Ababa,Ethiopia
Occupation or position	Finance Advisor
Dates	April 2017- October 31, 30,2021
Name and address of employer	The Development Fund of Norway, International NGO Addis Ababa, Ethiopia
Occupation or position	Finance Officer
Dates	Sept 01,2015-March 31,2017 G.C
Name and address of Employer	The Development Fund of Norway, International NGO Addis Ababa, Ethiopia
Occupation or position held	Lecturer in Accounting and Finance department, College of Business and Economics.
Dates	21/09/2009 – 27/04/2015
Name and address of Employer	Arba Minch University,P.obox 21,Arba Minch Ethiopia
Occupation or position	Senior External Auditor
Dates	27/02/2012 G.C- 08/03/2013 G.C
Name and address of employees	TAY &Co Chartered Certified Accountant P.o Box 1335 Addis Ababa Ethiopia. E mail, tayco@ethionet.et .

EDUCATION AND TRAINING

Title of qualification

Master of Science in Accounting and Finance (M.sc)

Dates

Graduated on 6th of July 2012 G.C.

Principal subjects/occupational skills covered

Accountings Information System, Investment Decision and Portfolio Management, Advanced Taxation, Advanced Financial Accounting and Auditing, Advanced Cost and management and Control System, Business Research Methods, Applied Econometrics for Accounting and finance, Advanced Corporate Finance, Financial Markets and Institution and other various courses.

Name and type of organization

Addis Ababa University, Higher Education Institute in Ethiopia,

providing education and training

Government University.

Title of qualification

Bachelor of Art in Accounting and Finance (B.A)

Dates

Graduated July 11,2009

Name and type of organization providing education and training

Arba Minch University, Higher Education Institute in Ethiopia, Government University.

Title of qualification

ACCA finalist

Training with certificate

**IPSAS (International Public Service Accounting Standard)
Addis Ababa University, School of Commerce**

Applied Enterprinership Education Program(AEEP) in Germany for two months from march 15,2014-May 16,2014. Like: Business opportunity identification, business idea evaluation, organizational_setup, market and computation plan, marketing and sales plan, investment planning and cost calculation.

Hochschule Neu-ulm University of Applied sciences,Germany

Certificate on Application of Computer Software, Peachtree Accounting.

Arba Minch University, Higher Education Institute in Ethiopia, Government University.

Certificate for basic computer training (i.e Ms word, Ms excel, Ms Access, Ms PowerPoint, internet basics and trouble shooting)

Arba Minch University, Higher Education Institute in Ethiopia, Government Universit

DETAIL WORK EXPERIENCES

Duties and responsibilities

- ❖ **PLAN INTERNATIONAL**
- ❖ **Grant and Finance Coordinator**

Budgeting

- Ensure apportion cost and 20/80 included in the budget before FAD stage 3 signed
- Review the awarded grant budget share and recommend head of finance to approve the PO creation by the budget holder
- Review the Program out line (PO) on SAP to ensure approved budget on the Excel sheet Vs up loaded on the system.
- Accountable for the assigned grant to insert the awarded budget on SAP system
- Linking the Funded program/activity breakdown which is prepared by Business Development Ddivision with Work Breakdown Structure-WBS which is prepared by programme in SAP system
- Support programme team in annual budget preparation to ensure the budget are accurate, reasonably and incorporate all costs like apportion cost

Reporting

- Responsible to produce monthly Budget Vs Expenditure report to internal management per donor agreed currency for the assigned grant.
- Prepare periodic donor report using the donor template as required for the assigned grant

Partner and PA

- Support the partner's pre award assessment with plan predetermined criteria and guidelines for identifying partners and selecting project proposals to be funded.
- Identify the capacity building need and give technical and on job support to plan Finance Coordinators, Finance officers at PA and Sub grant finance staff
- Under take regular Sub office and sub grant monitoring visit from financial perspective to review the financial records and ensure compliance
- Review the sub grant document which is under the assigned grant before the advance is liquidated.

Grant closure and Auditing

- Confirm the outstanding payment, outstanding Advance, partner advance, NR-(Not related to grant) per the assigned grant were cleared before the grant is closed.
- Facilitate donor audit for each assigned grant per donor requirement including the TOR preparation.
- In addition Support stator audit and Maintenance of Audit report

❖ THE DEVELOPMENT FUND OF NORWAY

❖ Finance Advisor

Grant management

- Conduct risk assessment and institutional assessment of implementing partners
- Conduct partners performance appraisal for existing implementing partners
- Develop templates for budget and report,
- Develop tools to as means of feedback communication for the implementing partners.
- Allocate and communicate partners on annual budget ceiling
- Follow up of partners to submit the annual budget application
- Review partners annual budget application/annual plan
- Ensure whether the terms and conditions of the back donor fulfilled
- Prepare the grant agreement and consortium agreements
- Facilitate fund transfer to partners as per the grant agreement
- Conduct financial monitoring and follow up of implementing partners,
- Identify partners need support
- Give training for partners as a capacity building
- Advise/consult partner to comply the local rules and regulations
- Advise colleagues both finance and non finance staff on the financial matters
- Review financial policies and procedure

Budgeting

- Prepare country office budget and apply to donors
- Support partners during budget process
- Review project budget application
- Ensure the quality of the project budget,
- Ensure consistency project budget application with activity plan
- Make sure that partners project application is in line with local laws and regulations and also further check against the donor requirement
- Consolidate different programs budget
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Reporting

- Follow up of the partners to submit the financial report quarterly
- Review quarter financial report
- Consolidate the quarter financial report and send to the head office
- Follow up of the annual financial report
- Prepare audit schedule and communicate partners
- Facilitate the external audit for partners account
- Review the partners' documents, systems for compliance to the terms and conditions of the grant agreement.
- Make sure that any variations from the grant agreement conditions should have adequate justifications
- Consolidate annual audited financial report
- Summarize findings on management letter and request action plan

Training/capacity building

- Prepare training materials for implementing partners
- Provide trainings to partners as capacity building
- Assist partners if there is need to fulfil the partner gap
- Participate in designing organizational strategy

Other finance routines

- Check payment vouchers before effecting payments
- Prepare payroll payment
- Review payment vouchers, journal vouchers and analyze transactions
- Coding, posting and prepare the financial reports
- Preparation of financial reports every month for management consumption
- Prepare monthly bank reconciliation
- Coordinate the work of the finance and admin department
- Prepare year end procedures and issue draft financial report to be audited
- Other finance routines

❖ THE DEVELOPMENT FUND OF NORWAY

❖ Finance Officer

- Financial monitoring and follow up
- Assist the finance and admin manager on capacity building training for partner
- Assist in preparing the grant agreement
- Review financial documents and check all the payments
- Conduct petty cash count regularly as per the financial policy of the organization
- Closely follow up the work of finance and admin assistant
- Follow up of the grant confirmation
- Preparation of financial reports every month for management consumption

❖ TAY and Co Audit firm

❖ Senior auditor

- Prepare audit plan
- Conduct the audit of business organizations, not for profit organizations, international companies, financial institutions etc.
- Guide the junior auditors how to conduct the audit of expenses and related transactions and lead the audit team
- Facilitate the entry meeting with the client management
- Review all the financial documents of the client
- Vouch the payments based on the sample selected
- Apply analytical review for some transactions
- Document all methodologies followed during the audit
- Preparing the audit working paper

❖ ARBA MINCH UNIVERSITY

❖ Lecturer and graduating assistant

- Teach students for the course given by the accounting and Finance department
- Advise graduating students while they prepare the research papers
- Participate on the trainings provided by the department
- Provide training for local communities.

