Full Name : Jalal Khuder Murad

EDUCATIO
ADMINISTRATION & ECONOMIC COLLAGE – ACCOUNTING & FINANCE DEPARTMENT

CONTACT:

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SKILLS

- Good skills in Microsoft Office
- Good skills in accounting systems

Jalal Murad

FINANCE SPECIALIST

Summary

10 years Specialist in Finance department, with NGOs, with CRS NGO from Feb 2015 to Oct 2019 – with CHF from Nov 2019 to Feb 2025

- last 5 years: as a Finance Coordinator with CHF Part of (Global communities / GC)

Tasks:
- Supervision tasks.
- Banking processes.
- Money Facilitator processes (Hawala).
- Quarterly staff income Tax process.
- Cash Management.
- Cost allocation process
- Financial analysis
- Working on payments under USAID regulation.
- Daily Coordination NES Staff.
- Daily review on vendors payments.
- Monthly process of staff payroll.
- Month end closing process.
- Monthly project reports.

- First 5 years: as a Finance officer, with CRS (Catholic Relief services),
  Tasks:

- Entering data into the financial system.
- Daily review of vendor payments.
- Monthly process of staff payroll.
- Month end closing process.
- Budget report
- Supervision tasks
- Banking processes

EXPERIENCE IN DETAILS

Last 5 years from Nov 2019 to Feb 2025 as a Finance coordinator Working with CHF

- **Supervision on staff in finance Department and managing the daily & weekly work plans.**
- **Banking processes, Focal point between NGO finance department and administration staff in RT Bank in Duhok.**
- **Responsibility on Money Facilitator processes (Hawala). between NGO finance department and Money facilitator.**
- **Coordinating between NGO finance department and Income Tax department in Duhok and prepare the quarterly income taxes report.**
- **Cash Management, maintaining of cash flow to ensure there is enough funds to function and managing cash inflows and outflows.**
- **Cost allocation, determine the costs incurred in daily and monthly expenses while ensuring their classification according to projects and the percentage of each project from each money spent so that the process is consistent with the policy of the funding entity**
- **Financial analysis, collect financial data, perform ratio analysis, Interpret the data and make recommendations.**
- **Daily review of vendor payments. Reviewing and checking the payments documents according to NGO policy before processing and issuing cash to the vendors.**
- **Monthly process of staff payroll, coordinating with HR team on monthly payroll of staff salaries in Iraq and Sriya.**
- **Month end closing process. Bank reconciliations and ensure accurate and timely financial reporting. It involves several steps, such as reconciling accounts, reviewing transactions, adjusting entries, preparing financial statements.**
- **Monthly project reports Prepare the monthly Sub-Award Monitoring Report and CONISTRAUCTION REPORT to be submit it to HQ office**
- **Coordinating with program staff in other offices/Centers in Iraq and Sriya on the daily payment. Protection activities in NES**

- **Coordinating with Head Quarter office and budget officer in finance department to prepare the monthly/quarterly Draw request report to be send to Head Quarter office.**

- **Managing with Finance assistant and follow up on (advances, monthly prepaid, monthly rents, and accrued payments for each month and end of the FY).**

- **USAID regulations, working on reviewing payments according to USAID regulations**

WORKING FROM DEC WITH CRS NGO FROM FEB 2015 AS A SENIOR FINANCE OFFICER IN DUHOK AND ERBIL

- **First 2 years Working on preparing vouchers & checks of supplier's payments.**

- **Supervision on 4 staff in finance Duhok and Erbil offices and managing the daily, weekly & monthly work plan at finance department.**

- **Working with HR team on monthly payroll of staff salaries.**

- **Working with finance manager to support the internal and external financial audits, and support on providing all required information.**

- **Responsibility on orientation of the new staff in the NGO about financial policy and payments procedures.**

- **Coordinating with admin team in Duhok & Erbil offices and other offices regarding daily transactions of the petty cash payments.**

- **Follow up on (advances, monthly prepaid, monthly rents and accrued payments for each month).**

- **Working as a focal point between NGO finance department and administration staff in the banks in Duhok (RT Bank, CIHAN and KIB).**

- **Responsible on Bank reconciliations during month close period.**

- **Reporting to Finance manager of daily transaction template including the daily entries for final review to be posted on the system.**

- **Reviewing and checking the payments documents according to NGO policy.**

- **Working on cost allocation of monthly office expenses to be allocated on other projects terms to the % for each project .**