

Resume

Personal Information

First / Other Name: Shakir Thana Shakir
Nationality: Iraqi
Resident of: Iraq – Erbil
Birth date: November 21, 1985
Gender: Male
Marital Status: Married

Contact Information

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Education

Degree of Education: B. A. Accounting
University / College: Shat Al-Arab University / College of Administration and Economic
Year of Graduation: 2010 – 2011

PROFILE

- I have a degree in B.A.Accounting and I am studying International Arab Certified Public Accountant certificate (IACAP), also I have PMD Certificate, I have good experience scientific and practical in the management of projects and budgets .
- Over 12 years of experience in the areas of organizational management and capacity building, program and project management, strategic planning, grants management, fundraising, budgeting, donor relations, consulting, analysis, research, outreach and campaign design.
- HR - Translating HR policies and procedures into the local cultural setting and the implementation of HR policies and procedures and monitoring HR compliance to internal and external

(donor and government) rules and regulations; Supervising staff recruitment processes and Ensuring that Terms & Conditions of employment comply with local legal requirements.

- Administration - Maintaining country specific policies and procedures in the fields of Finance, HR management, Security, Logistics and procurement in compliance with global quality management framework and IT;

Maintaining Country administrative manual (finance, HR, procurement) and ensuring compliance also monitoring of and support to program organizations on processes and procedures related to Finance, HR management, Security, Logistics and procurement and IT.

- Logistics - Implementation of IT policies and procedures in compliance with worldwide framework and Implementation of logistical policies and procedures in compliance with worldwide framework also monitoring and evaluation of logistical policies and procedures.
- I manage the largest cash programs in Iraq with follow up with three international organizations (DRC , NRC , IRC) with follow up regulations of the donor , With writing monthly and quarterly reports at a rate If will Match Implementing activities ,
- I have a lot of experience in Accounting system As (World Bank Client Connection - Sage 50 – QuickBooks and Dynamics 365 and others) also Microsoft Office (Word . Excel) and other software Programs
- Proven track record of working in complex environments and engaging effectively with a diverse variety of stakeholders, including governments, civil society, international organizations, diplomatic missions, international donors, and the media.
- Managed and supervised programs and projects funded by key donors such as the World Bank, USDIA, UN OCHA, GAC CCI, ECHO CCI, DFID, PRM and others.

Technical Skills:

- Preparing all financial reports and charts.
- Oversee financial activities in field offices
- Follow up with employees
- Team player
- Willingness to work and travel to other regions
- Communication skills
- Leadership skills
- Very good computer skills
- Plan and development the Plan
- Organizational Assessment
- Organizational Development (Project and Programs Development)
- Training Needs Assessment
- Research and Surveys

Training:

- Grants and Compliance USAID Donors Regulations
- HR, Procurement, Operations and Financial GAC Donors Regulations
- Donor Fundraising Strategy Course, EU – Eastern Partnership Culture and Partnership Program

- World Bank Financial and Regulations Training
- Report Writing Skills for NGOs
- Strategic Planning Training
- NGOs Financial Management Trainer.
- Leadership and Negotiation Training.
- Financial Risk Management Training.
- Capacity building training

Languages:

Language	Speaking	Reading	Writing
English	Very good	Very good	Good
Arabic	Native	Native	Native

Short Term Consultancies

1- 1 Month March 2019

Consultant | Finance & Operations – Free to Run NGO – Jordan and Iraq

2- From April to May 2019

Consultant | Financial – MSI USAID Project – Iraq

3- From July to Sept 2019

Consultant | Financial Management - ALSP Creative Associates International - Syria

4- From Sept 2020 to March 2021

Grants and Partnership Development Consultancy - Chemonics International - USAID Iraq
Durable Communities and Economic Opportunities (DCEO)

5- From Jan to April 2022

Consultant | Finance & Operations – IID – Iraq

Employment Record:

1. From [January 2020]: __ To [present]: Jordan and Iraq

Employer: World Bank Projects - interdisciplinary research consultants- TPMA Project

Positions held: Financial Management Specialist

2. From [January 2019]: __ To [January 2020]: Iraq

Employer: Education for Peace in Iraq Center
Positions held: Finance and Compliance Manager

3. From [Feb 2018]: _____ To [January 2019]: Iraq

Employer: World University Service of Canada
Positions held: Accountant and Administrative Manager

4. From [January 2014]: ____ To [January 2018]: Iraq

Employer: Mercy Corps
Positions held: Senior Grants and Compliance Officer

5. From [January 2012]: ____ To [Dec 2013]: Iraq

Employer: Save the Children Iraq
Positions held: Financial Officer

Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

From [January 2020]: _____ To [present]:

Employer: **World Bank Projects interdisciplinary research consultants- TPMA Project Iraq**

Positions held: Financial Management Specialist

i. Provide technical assistance, advisory support, and on-the-job training to the implementing agencies on project financial management (FM) to enable them to manage individual project

accounts and generate the IFRs. On-the-job training and technical assistance will be guided by a regular updated FM training schedule agreed at least on a half-yearly basis among the TPMA, the implementing agencies and the Bank;

ii. Follow-up with the implementing agencies to monitor individual project accounts and assist them to generate timely and reliable Interim Un-Audited Financial Reports (IFRs) that reconcile with their records. Any un-reconciled items should be followed up by the TPMA to ensure clearance by the PMTs before submitting the IFRs to the Bank;

iii. Report on the percentage of financial progress (based on contract value) compared to the physical progress (actual physical progress on the ground) for all civil work/construction contracts;

iv. Post-review, on sample basis, of withdrawal applications submitted by PMTs to the World Bank for direct payments, reimbursements and replenishments to ensure that the associated internal controls had been properly applied and that they are in compliance and consistent

with the loan/grant agreements and related eligibility criteria, and that withdrawal applications are accurate and complete. TPMA should confirm sufficient evidence for payments exists and verify the eligibility of expenditures claimed under Statement of Expenditures submitted to the World Bank for reimbursement and replenishment. This is in addition to substantiation of these expenditures;

v. Review the projects' bank reconciliation statements, including for Designated Accounts, and follow up with the PMTs on any outstanding items, e.g. un-cleared checks, for which a payment would appear in the PMTs records but not yet in the (commercial) bank statements, or vice versa;

vi. Any other responsibilities assigned by the employer within the employee's area of expertise

From [January 2019]: To [2020]:

Employer: **Education for Peace in Iraq Center**

Positions held: Finance and Compliance Manager with the following responsibilities:

- Work with equivalent field-based staff of primary partner to ensure coordination of systems, accounting, compliance and reporting within project consortium
- Work with supervisor in Erbil and HQ-based accountant to ensure timely, accurate and compliant reporting
- Contribute to preparation of required project finance reports
- Ensure that finances are managed regarding GAAP and other policies and principles
- Ensure accounting records and systems are compliant with donor and local government requirements
- Ensure compliance with program objectives, financial obligations and reporting requirements according to grant agreement/s
- Assist with internal controls to ensure compliance with financial policies and regulations
- Manager and coordinate financial administration and payroll
- Ensure compliance of contracts, awards and sub-awards issued by USG and other donors
- Maintain integrity and accuracy of financial data, including reviewing and posting to general ledger, budget tracker, accounts payable and accounts receivable
- Conduct financial analysis and prepare monthly, quarterly and annual financial reports
- Oversee the monitoring of cash flow, and assist with cost effect office requirements, including landlord, vendor and other service relations
- Remain dedicated to EPIC's mission: making Iraq safe and prosperous again through programming, advocacy, and education
- Work zealously to implement EPIC's strategic goals and objectives and enhance its reputation and brand

From [2018]: To [2019]:

Employer: **World University Service of Canada**

Positions held: Accountant and Administrative Manager with the following responsibilities

Reporting to BRIDGE Project Director in Baghdad and working in close collaboration with the Ottawa-based finance team, the field Accountant / Administrative Manager assumes responsibilities for all financial transactions occurring in Iraq and the work of the support administrative staff. In collaboration with the project's accounting team in Ottawa responsible for

- Establish proper segregation of duty in finance management

- Develop the forms and procedures needed for financial operations (voucher, request for assisting with book keeping * Verify that there are adequate (original and external) support documents enclosed for expenditures, banking transactions, consultant / staff contracts and payroll including tax returns and report to government officials
- Prepare monthly advance requests to ensure smooth cash flow
- Monitor the monthly clearance of partners / staff advances
- Contribute to Annual Work Plans budgetary planning
- Train and supervise the administration staff (maximum 3) part of the administrative / finance unit and assist them in the organization of their work (HR, management of services contracts, filing, proper record keeping, maintenance of vehicle log, reimbursement of travel claims, procurement, inventory etc.)
- Ensure compliance with organizational decisions, policies and procedures within the team.
- Establish and maintain control for financial security
- Respond to various queries and requests from internal / external auditor
- Regularly review and maintain the Financial Management Procedures Manual

From [2014]: To [2018]:

Employer: **Mercy Corps**

Positions held: Senior Grants and Compliance Officer

Establish and maintain constructive and prelove professional relationship w1ththe spes program sub-grant organizations.

Interviews potential grantees and prepares and recommendations for the purposes of a) Assessing grantees' potential 10 meet agreement terms. b) Strengthening SCOs staff skins in financial management, reporting and administration.

Participate and delivers trainings in Monitoring Evaluation budgeting-guidelines and Instructions to potential grantees at the Pre--and lor post - RFA (request for applications) stage.

Participate Actively developing or improving appropriate who promotes program (quality and relevance By Identifying costs (Visit activity or effectiveness) with various aspects of Information needs according to the program BPCS and change context.

Review the effectiveness of take and propose initiatives as necessary in consultation with the G & e Manager for improvement and further learning

Facilitate BPS program data collection process in the field in accordance with guidelines, assist with field work to collect and verify data to measure indicators in line with the objectives and results outlined in the spas plan. Ensure that data collection tools and methods are properly followed by spes staff. Travel to all areas of SPCS in respective work and carry out monitoring and evaluation work, including site visits, surveys. key infoT11anint reviews and focus group discussion. Ensure that methodologies used promote a participatory approach with communities, partners, authorities and beneficiaries. Complete 8 field monitoring report following each site/activity visit for submission to the G & C Manager.

Facilitate SPCS program data collection process in the field in accordance with guidelines, assist with field work to collect and verify data to measure indicators in line with the objectives and results outlined in the BPCS plan Ensure that data collection tools and method

Maintains confidentially of proposals and associated budgets received Reviews grantee requests for funds, expenditure reports and reports of Monitoring and Evaluation and Results available advises (he grantees as necessary to encourage professional, timely, and accurate reporting.

Work closely with M&E and other program staff to ensure the deliverables are on schedule and address any delays

Conduct regular site visits for financial Monitoring and Evaluation and to review actual expenditures versus budget and helps grantee recognize and analyses significant valances. and monitoring plans for each partner CSO:

Review expenditures and Monitoring for purposes of meeting the criteria of allowable, allocable, and reasonable, as per agreement Items and applicable USAID requirements.

Recommend approval/disapproval of fund advances based upon sufficiency and quality of reporting and grantees' degree of implementation of prior recommendations.

On the basis of the financial report and the report of the Monitoring and Evaluation Prepare and submit to Finance fund advances to partner NGOs and CSOs

Collect relevant data, progress and tot (financial reports and The program reports and Monitoring and Evaluation Reports) on weekly, monthly and quarterly to support the Grants & Compliance unit with managing and monitoring Subgrants complying and maintaining CSO grant flies; assist the SPCS M&E and Program teams with monitoring small projects Implementation and provide colleagues with any Information regarding project implementation:

Facilitate ongoing contracts with CSO partners to ensure effective planning, smooth project implementation and follow up on implementation of partner project plans, and provide inputs for their periodic reviews; Ensure data quality, accuracy and work with eso partners on Improvements if necessary

Assist the partner CSOs to use their specifically designed finance and compliance tools for projects and organizational Improvement Follow up on grants management trainings and trainings Monitoring and Evaluation Reports and trainings program reports through coordinated visits and monitoring plans for each partner CSO;

Feed sub grant data into appropriate 8PCS databases (Ie, Navigator) and update sub grant tracker file as needed Prepare timely, accurate and thorough monthly and other reports as requested by the Grants & Compliance Manager and senior management team

Ensure that grantee hard copy and soft copy flies are complete and updated regularly, all required documentation, reports, etc are in place;

Assist the Grants and Compliance team management with Implement capacity development plan for G&C team

Support and provide guidance and oversight for grants and compliance functions for other MC Iraq donor (non SPCS) programs (including processing of sub grantee I partner funds requests, review of financial reports and Reports Monitoring and Evaluation and program reports, close out of sub grants and compliance with sub grant agreements) if time permits and with prior approval of G&C Director and Senior Manager

From [2012]: To [2013]:

Employer: **Save the Children Iraq**

Positions held: Financial Officer

ROLE PURPOSE: The Finance Officer is responsible for implementing and maintaining efficient and effective finance operations and systems within the Basra office ensuring adequate availability of cash and timely payment to suppliers, contractors and employees in line with SCI finance policies and procedures. The FO tracks and ensures accuracy of all advances and records transactions in the accounting system. In support of SCI's mission, the FO tracks grant burn rates and provides timely reporting to the Finance Director and for donors. The FO works under the supervision of the Finance Specialist and provides overall professional finance and systems advice to his/her supervisor and the Director of the Basra office.

As part of SC's dual mandate, the Finance Officer will participate in emergency preparedness activities and be ready to support finance functions in an emergency. Recognizing that SCI in Iraq has a responsibility to support Members, the Finance Officer will prepare finance reports and other accounting documentation for Members as required

Finance Functions

- Maintain control of cash in and out of the Basra Office.

- Ensure sufficient cash balance and report cash needs to the Finance Specialist by end of each month.
- Review all payments to suppliers after making sure that the payment request is submitted with proper documentation and approval as well as maintain the established SC systems and procedures.
- Prepare monthly payroll in accordance with the payroll report approved by HR and the Director of Office
- Keep track of outstanding advances given to employees in order to comply with timeframe for clearances, and advise the Director of Office when needed to take appropriate action.
- Review all journals related to ensure that proper account codes have been booked and that all expenditures are charged to the allocated budget line.
- Post transactions related to Basra office on Agresso.
- Working closely with finance team, finalize the monthly closure activities for all Iraq CO.
- Support the Finance Director to finalize the monthly financial report for Iraq CO.
- Prepare Basra effort reporting to ensure all salaries are properly charged to the correct codes.
- Prepare Bank Reconciliations for Basra Bank accounts.
- Calculate monthly expenditure of Basra grants and prepare a monthly tracking report on expenditure to ensure we are achieving an appropriate burn rate as per donor requirements and all documentation is properly filed and ready to be sent to the donor.
- Any other related tasks as requested by the Director of Office and the Finance Specialist.

Emergency Preparedness and Response

In case of emergency, be prepared to support finance functions

Various tasks offering Financial Management Related training such as:

- 1- Financial Management for USAID required Operation training for (Finance, procurement, logistics and HR) for USAID required Policies and procedures
- 2- Financial Management for GAC required Operation training for (Finance, procurement, logistics and HR) required Policies and procedures 2018 in Canada under (BRIDGE Project) I also participated in preparing a study Labour Market Assessment study The present study was undertaken in parallel with a Gender Analysis and a Capacity Assessment on behalf of the “Bolstering Reconstruction in Iraq through Development, Growth and Employment” (BRIDGE) project. It focused on three pre-selected labour market sectors considered promising for the integration of unemployed Iraqis: construction trades, particularly for young men, and on the health administration and food production, for young women and older female heads of household. For each, it aimed to assess the sub-sectors and primary semi-skills in greatest demand and identify those skills most lacking among existing job seekers
- 3- Financial Management and Disbursement Training Erbil 07-11, 2021 with World Bank:
 - Disbursement Common Problems
 - Accounting Arrangements
 - Disbursement Arrangements
 - DA Management
 - Budgeting
 - FM Arrangements
 - Reporting Arrangements
 - Accounting Books
 - Project Closure
 - IRFs (International Financial Reporting Standards)
- 4- Financial Management Training with Mercy Corps / USAID:
 - Understanding of Financial Management, including funds management cost and expenditure, reconciliation, and cash counts.

- Understanding about Funds Forecast, preparation of monthly forecast and mechanism for proper utilization of funds.
- Monthly financial reporting requirements including preparation of trial balance and balance sheets and understanding of financial reporting and analysis.
- Build and monitor effective budgets according to donor requirements.
- Use intermediate MS Excel functions applied to financial analysis.
- Understand the requirements to drafting a donor financial report and apply key internal control procedures to prepare for a project financial audit.
- Segregation of Duties

5- Cost Allocation Training:

- Cost Allocation (Purpose, Objective and Why)
- Budget and Cost Allocation Procedures
- Cost Categories and Different Examples and Cost Methodologies
- Common Cost Allocation Challenges

6- Filing System Training:

- File and Records Management
- Important things to know about filing
- Why should organizations have good filing system
- What files are used and how are they used

7- Risk Management training:

- Meaning of risk management
- Identifying Risk
- Risk management process
- Plan Risk Management
- Perform Qualitative Risk Analysis
- Risk Breakdown Structure

8- Kick-Off workshop - Jan 25 to 27 2015 (6 NGOs):

- Standard Operating Procedures
- Sub awardee financial implementation process (preparer Budgets, Financial Report, advance payments, Cash flow, prepare monthly reconciliations, What are the requirements for closing the month and Capacity building training)

9- Kick-Off workshop 19 to 22 April 2015 (10 NGOs):

- Standard Operating Procedures
- Sub awardee financial implementation process (preparer Budgets, Financial Report, advance payments, Cash flow, prepare monthly reconciliations, What are the requirements for closing the month and Capacity building training)

10- Kick-Off workshop 22 to 23 May 2016 (8 NGOs):

- Standard Operating Procedures
- Sub awardee financial implementation process (preparer Budgets, Financial Report, advance payments, Cash flow, prepare monthly reconciliations, What are the requirements for closing the month and Capacity building training)

11- Financial Business Advisory Service Providers and SMEs:

- Preparing Budgets
- Financial Report
- Cash flow
- Preparing monthly reconciliations
- Requirements for closing the month
- IRFs (International Financial Reporting Standards)

12- Financial Management Capacity Building Training from 4 to 6 July 2023 (5 NGOs) Care international

- Preparing Budgets
- Financial Report
- Cash flow
- Preparing monthly reconciliations
- Requirements for closing the month

13- Financial Management Trainer with UNDP from Sept to Nov 2023