

FARAJA DANNY URIO

CURRICULUM VITAE

He is currently member and attending studies to be certified by National Board of Accountants and Auditors of Tanzania (NBAA). He is well trained and competent in using computerized accounting system such as SUN SYSTEM as well as experience in managing Ngo's.

Senior Finance Manager

CURRICULUM NITAE

❖ PERSONAL DETAILS.

Full Name : FARAJA DANNY URIO

Date for Birth : 11th April, 1989

Gender : Male

Marital Status : Single

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Language : fluent in speaking, reading, and writing English and Swahili.

❖ PERSONAL PROFILE AND STRENGTH

Faraja Danny Urio is an innovative and result based professional, who is focused on achieving exceptional result through hard working and continuous improvement. He is well trained and experienced in managing grants from both institutional and corporate donors. Example of that donors are such as USAID, USDOL, BPRM, DFID, MARGARET CARGIL FOUNDATION, and ECHO AND UNFPA.

A confident malt-skilled & capable accountant with excellent knowledge of finance and accounting procedures. Exceptional, analytical and problem solving skills, and able to provide financial information to all area of expertise whilst ensuring all management information is accurate.

❖ EDUCATION BACKGROUND

YEARS OF STUDIES	SCHOOL/COLLEGE/INSTITUTE	QUALIFICATIONS / AWARD
JAN 2014 Cont....	NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS	CONTINUING WITH STUDIES
OCT 2010 – JULY 2013	MUCCOBs	BACHELOR DEGREE IN COOP MAGMT AND ACCOUNTING
APRIL 2008 – FEB 2010	MAKUMIRA HIGH SCHOOL	ADVANCE CERTIFICATE OF SECONDARY EDUCATION
JAN 2004 – OCT 2007	KOLILA SECONDARY SCHOOL	CERTIFICATE OF SECONDARY EDUCATION
1997 - 2003	SHOKONY PRIMARY SCHOOL	CERTIFICATE OF PRIMARY SCHOOL

❖ **International Rescue Committee (Tanzania Program)**

Kibondo field office

Senior Finance Manager

From January 2020 to present

Additional Experience incurred in finance carrier and all the time working with the IRC of which adding outstanding experience in finance field as well as confidence in daily working areas such as

- ✚ Ability to manage office with portfolio of more than 4billion per year from multiple sources of fund or multiple donor
- ✚ Experience of managing sub grantees as well as working with different partners, support visit as well as conduct successful auditing with very minimum support from head support.
- ✚ Attending different training of such as leadership training, budgeting training as well as INTEGRA of which increase performance on daily activities
- ✚ Conduct monthly financial closing as well as financial reports such as balance sheet
- ✚ Financial analytical skills as well as communication skills of which may use to assess as well as advice executives in making decision that affect organizations.
- ✚ Strategic Planning & Analysis:
- ✚ Controllership
- ✚ Training & Staff Management
- ✚ Treasury Supervision
- ✚ Budget Preparations and Implementations

❖ **International Rescue Committee (Tanzania Program)**

Kibondo field office

Accountant/ Finance Manager

From January 2018 to 2019

As the overall in charge of the finance office at Kibondo field office, below are my key responsibilities,

- ✚ Management of Partners and sub grantees as per IRC global guidelines
 - Carrying out partners financial management capacity assessment before engaging the partner
 - Conduct monthly monitoring visit for financial reviews and physical verification of partner's expenditures and report to the management.
 - Conducting capacity building to partners' organization on finance management to ensure consistent, effective and efficient project management.
 - Receive and reviewing partners report and appropriately record their expenditure in to sun system.

- Ensure timely funding to partners after review and accept the report.
- ✚ Preparation and timely submission of customized donor report
- ✚ Ensure that all policies and procedures are in compliance with IRC and funding source
- ✚ Closely monitor all financial activities and keep Field coordinator and National Finance Controller of all situations which have potential of a negative impact on internal control of finance performance.
- ✚ Facilitating global center audits, external and internal audits and conduct capacity building to staff at Kibondo field office.
- ✚ Oversee the timely preparation and review of all financial reporting including month end closing and balance sheet reconciliation, and ensuring that balances are adequately supported.
- ✚ On monthly basis maintain all non USD denominated balances at a minimum to minimize foreign exchange exposure.
- ✚ Oversees the protection of the IRC assets (Cash, Inventory, NEP) through the enforcement of internal control policies and procedures.
- ✚ Oversees training and technical support to field program, logistic and administrative staff for skills improvement in the areas of accounting reporting and internal control.
- ✚ Oversees the timely preparation, review ,reconciliation and approval of all monthly bank and cash accounts
- ✚ Supervise all Field office bank relations and bank account activities,
- ✚ Participate and support the Finance team during the monthly closing as well as during the year end closing.
- ✚ Participate in projects budget preparation and management, monitoring spending against budget for all projects with the program to ensure that no under or overspending is taking place
- ✚ Facilitate and participate in preparation of donor budgets

International Rescue Committee (Tanzania Program)

Kibondo field office

Senior Finance Officer (SFO)

From 17th January 2017 to January 2018

Key responsibilities

- ✚ Ensure that there is always adequate funds at the site, through cash flow management, liaisons with the banks and country office for smooth running of program
- ✚ Ensure all payment-supporting documents are complete and are in accordance with IRC financial procedures
- ✚ Maintenance of accounting vouchers/records including rubber-stamping paid invoices /vouchers /cash requests/writing cheque numbers.
- ✚ Assist in implementation of finance police, procedures, system ,Tanzania laws and standards of accounting practices
- ✚ Perform field office financial management duties when senior Finance Manager is out of duty station

- ✦ To assist and review fund allocation and enable proper guidance to programs an proper coding
- ✦ Handling petty cash float of the program, ensure all payments are properly approved with the relevant backup, ensure there is timely reimbursement is done.
- ✦ Support internal and external audit by prepare all the documents needed before submission
- ✦ Conduct training to finance and non-finance staff on issue related to finance and BVA(Budget Vs Actual)
- ✦ Posting all monthly expenditure for both bank and cash, review and conduct bank reconciliation and cash count before submit to SFM and closing team for monthly closing

International Rescue Committee (Tanzania program)

Finance and administration officer

Tanga Field office

From 16th October 2015 to 15th January 2017

Key duties responsibilities,

- ✦ Prepared all the monthly cash transfer request for WEKEZA project for two site Kigoma and Tanga and submit to HQ for monthly fund transfer
- ✦ Submit accurately monthly report to donor as well as Head office Dar Es Salaam ready for monthly closing
- ✦ Prepare monthly BvA and distribute to program for proper spending of the budget as well as awareness on spending.
- ✦ Support sub grantee such as TAYODEA by conducting physical verification as well as training on guidelines and procedure to work with IRC
- ✦ Coordinate supply chain activities (procurement, store and fleet) for WEKEZA Tanga office
- ✦ Coordinate managerial activities such as make sure that all staff submit timesheet and effort each month and as charged on the payroll
- ✦ Prepare cash and bank payment vouchers needed for the day to day financial transactions and post it on Spread sheet accordingly.
- ✦ Reconcile program advances given to Tanga staff on monthly basis and ensure that the advances are liquidated promptly.
- ✦ Ensure that statutory deductions are remitted on time to avoid any penalty

❖ **COMPUTER LITERACY**

- ✦ Competent on operate and command computer with good knowledge of Microsoft office tools (excel, power point and Publisher), internet and Microsoft operating system.
- ✦ Competent in using SUN SYSTEM to generate report and posting

❖ **LEADERSHIP EXPERIENCE, SKILLS AND HOBBIES**

- ✦ Hostel representative at MUCOBS students parliament for two years
- ✦ Head Prefect for two years (STD VI & VII)

- ✦ Reading books both career and storytelling, travelling, as well as interesting in business doing and public speaking.

❖ **TRAINING AND OTHER CERTIFICATES**

- ✦ 2017 IRC certificate of appreciation
- ✦ 2018 certificate of leadership and management skills
- ✦ 2018/2019 Harvard business publishing online certificate of leadership
- ✦ Currently attending online courses from Humanitarian Leadership Academy under Kaya program.

❖ **REFEREES**

<p>Name: Andrea Mnganga Position: Senior Grants Finance Officer Organization: World Vision Tanzania Place: Korogwe, Tanga Email: Andrew.mganga@rocketmail.com Mobile: +255 713 764381 +255 758 117830</p>	<p>Name: John Msinzo Position: HR and Admin coordinator Organization: International Rescue committee Place: Mikocheni, Dar es salaam. Email: John.Msinzo@rescue.org Mobile: +255 755 909006 +255 767 800269</p>
<p>Name: Herieth Kangimba Position: Finance manager Organization: International Rescue committee Place: Baghdad, Iraq. Email: Herieth.kangimba@Rescue.org Mobile: +964 751 1172290</p>	

CERTIFICATION

I certify that the information provided above in this curriculum vitae is true, valid and complete to the best of my knowledge. I hereby authorize the organization to verify the information provided by.