

## PERSONAL INFORMATION

**PERMANENT ADDRESS:** P.O Box 31823, Dar es Salaam, Tanzania.  
House No. Mny/Mwj/640, Pamba St, M/Nyamala-Komakoma.

**CURRENT ADDRESS:** Elizabeth Glaser Pediatric Aids Foundation (EGPAF)  
P.O Box 573, NSSF – Mafao House, 10<sup>th</sup> Floor, Old Moshi Road, Uzunguni, Arusha.

**TELEPHONE:** +255 757 363939

**E-MAIL:** [michaelmosha@gmail.com](mailto:michaelmosha@gmail.com)

**DATE OF BIRTH:** 11th April 1987

**NATIONALITY:** Tanzanian

**GENDER:** Male

**LANGUAGE:** Kiswahili & English

**PASSPORT NUMBER:** TAE218491 (Renewal Date 14th October 2029)

**DRIVING LICENCE:** No.4000519171 (Class B&D)

**SKYPE ID:** jackmosha

**LINKEDIN PROFILE:** <https://www.linkedin.com/in/michael-peter-35681435>

## SKILLS AND COMPETENCIES

- Sub agreements Management – Carry out analysis of grants applications/proposal and prepare sub agreements
- Risk Assessment – Review, develop, and update sub grantee financial and programmatic risk profile
- Monitoring & Support – Conduct on-site examinations/off-site surveillance of assigned sub grantee cash flows
- Compliance Review – Monitor compliance to relevant laws/regulation/procedures and auditors' recommendations
- Capacity Building – Prepare learning materials during delivering seminars and workshops to sub grantees
- Auditing – Preparing auditing plans, tools, conducting on site auditing and prepare reports
- Budget and Work plan review – Preparation and review of yearly budget and review execution of work as planned
- Financial Reports Review – Review monthly financial reports to monitor budget versus actual performance
- Proficiency use of MS-Office i.e., Excel, Word, Power Point, QuickBooks, Teams and Zoom

# MICHAEL PETER

## ACHIEVEMENTS

- Developed and successful implemented a web-based Sub grantee financial reporting system
- Developed and successful implemented a web-based Sub grantee Payroll management system
- Successful close OUT two USAID major project: Project LIFE and Project USAID Boresha Afya

## PROFESSIONAL QUALIFICATION

- Certified Public Accountant, CPA (T)

## EDUCATION BACKGROUND

PERIOD	ACADEMIC AWARDS	INSTITUTION/COLLEGE/SCHOOL
2017 - 2019	MSc. Finance and Investment	Institute of Accountancy Arusha (IAA) in collaboration with Coventry University UK
2009 - 2012	Bachelor of Accounting	The Institute of Finance Management (IFM) (Dar es Salaam Campus)
2007- 2009	Diploma in Accountancy	College of Business Education (CBE) (Dar es Salaam Campus)
2005 - 2007	Advance Certificate for Sec. Education Examination	Makongo Secondary School
2001 - 2004	Ordinary Certificate for Sec. Education Examination	Yombo Technical Secondary School

## TRAININGS/ WORKSHOP/ COMPUTER SKILLS

- I have good knowledge of computer basics and can work comfortably with Microsoft office package, such as Ms-excel and Ms-word for preparing working data (calculations) and reports and Ms-power point for presentations
- I am also familiar with accounting packages such as QuickBooks and EPICOR
- USAID/CDC Rules and Regulation workshop
- Public Procurement Procedures training
- Sub Grantees Financial Management training

## CAREER OBJECTIVES

- My strengths include working with minimal supervision and meets deadlines, highly organized and quick learner, team player, attention to details, excellent financial and analytical skills.

## WORK EXPERIENCE

PERIOD	ORGANIZATION
Oct 2012 – to Date	<b>Elizabeth Glaser Pediatric Aids Foundation (EGPAF)</b> Tanzania Country Office, P.O Box 1628, 395 Ursino Building, 2 Mwaikibaki Road, Kinondoni North, Dar es salaam. Tel: +255 22 2667205/255 22 2667206 Fax: +255 22 2667207 Website: <a href="http://www.pedaids.org">www.pedaids.org</a>
<b>Grants Officer – Project: USAID Boresha Afya, Region: Kilimanjaro, Arusha, Manyara (2014 – to Date)</b> <b>Grants and Sub – Agreements Management:</b> <p>Ensure each sub grantee has an active sub agreement and adhere to contractual and donor regulations always</p> <p>Monitors sub grantees budget implementation to ensure compliance with the terms and conditions of the award</p> <p>Prepare Cost extension/No cost extension amendments/modifications and conducting pre award assessment</p> <p>Budget and Work plan review – Preparation and review of yearly budget and review execution of work as planned</p> <p>Proposal Evaluation – Carry out analysis of grants applications and provide appropriate recommendations</p> <b>Cash flow Management and Financial Reporting:</b> <p>Ensure each sub grantee has available funds, within their approved obligation always</p> <p>Review and submit all cash requests and financial reports for each sub grantee on monthly basis</p> <p>Monitors sub grantees expenditure against approved budget and work plans</p> <p>Reconciling and analyzing variances between actual project expenditures and approved budgets</p> <b>Monitoring &amp; Support:</b> <p>Participate in developing compliance review plans with Grants manager and ensure they are properly implemented</p> <p>Conduct compliance review for sub grantees each quarter and assist in external audit exercises</p> <p>Ensure all outstanding audit findings are addressed and resolved in a timely manner</p> <p>Assess sub grantees risk levels and assist in building up the capacity needed</p> <p>Payroll management including Review of timesheets, and timely submission of statutory deductions (PAYE, NSSF, WCF)</p>	
<b>Associate Finance Officer – Project: Care and Treatment &amp; LIFE, Region: Mtwara and Lindi (2012 – 2014)</b> <p>Cash management including petty cash, bankings and disbursements</p> <p>Reviewing staff travel advance requests and Vendors Invoices in accordance with established procedures</p> <p>Preparing payment vouchers and uploading payments into online banking system</p> <p>Preparing monthly bank reconciliation, Cash budget, and VAT Refunds reports</p> <p>Reviewing field office staff expense reports during retirements for proper supporting documentations</p> <p>Preparing journal vouchers and other month end closing reports using established checklist</p> <p>Reviewing and posting all authorized payment vouchers into QuickBooks</p> <p>Custodian of financial records and Capacity building in financial management</p> <p>Responsible for preparations on internal control review and external audit exercises</p>	

## REFEREES

1. Mr. Christian Nkini

**Senior Grants Manager – Dar es Salaam**

Elizabeth Glaser Pediatric Aids Foundation (EGPAF)

P.O. Box 1628, Dar es Salaam – Tanzania.

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2. Ms. Joyce O. Shala

**Senior Human Resource Officer – Dar es Salaam**

Bank of Tanzania (BOT)

P.O. Box 2939, Dar es Salaam – Tanzania.

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3. MD. Jonathan Mremi

**Senior Strategic Result Manager (SSRM) – Kilimanjaro**

Elizabeth Glaser Pediatric Aids Foundation (EGPAF)

P.O. Box 3092, Moshi – Tanzania.

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## DECLARATION

I, Michael Peter declare that this is my own CV, written to the best of my knowledge and honestly. All the information found in this CV explains in summary, the reality of my personal, academic and career life.



**Signature**

**Date:** 11<sup>th</sup> April 2022.