

Resume

Finance & Operation Manager

Personal details

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Profile

Passionate about the field of accounting and finance with more than 10 years in the business. Most of these years of experience have led year after year to improve tasks such as administrative management, bookkeeping, finance, human resources management, procurement and logistics management, grant/contract management in NGOs/associations. We have faced challenges and learned a lot from the obstacles we have encountered and solved. We are always looking for new missions to purchase our GOAL.

Education

Nov 2019 - Present	Master in Accounting Control and Audit - In the process of finalization Université AUBE Nouvelle, Ouagadougou Master 1 finalized and Master 2 in finalization course.
Nov 2012 - Sep 2013	Bachelor's Degree in Management Science Université AUBE Nouvelle, Ouagadougou
Oct 2003 - Jul 2005	Diploma of Higher Technician in Finance Accounting ISIG, Ouagadougou
Oct 1999 - Jul 2003	Baccalauréat en technique Quantitative de gestion, série G2 Lycée Technique Privé du Kadiogo, Ouagadougou
Oct 2002 - Jul 2003	Brevet d'Etude Professionnelles (B.E.P) option comptabilité Lycée Technique Privé du Kadiogo, Ouagadougou

Employment

May 2021 - Present	Finance and Operation Manager FHI 360, Ouagadougou Assume primary responsibility for the management of the financial, operational and administrative functions of the project. <u>Fonctions essentielles du poste:</u> <u>Accounting</u> <ul style="list-style-type: none">Organize missions relating to the realization, implementation and monitoring of financial and accounting operations while respecting the internal control procedures put in place (bank reconciliation, liquidation of commitments, entry
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- of operations in the QuickBooks software, ...);
- prepare supporting documents while providing as much information as possible to facilitate their review by the headquarters finance team;
- set up a monitoring system on travel advances for staff, consultant in order to retrieve supporting documents in time and avoid the accumulation of advances;
- Ensure an adequate allocation of expenditures to the source of funding and categories of expenditure.

Budget

- Work closely with the project manager to prepare annual budgets.
- Check the availability of the budget for each request.
- Maintain, review, analyze and regularly monitor the budget of each country's projects; record actual costs against the approved budget.

Payroll/Administration/Operation

-Oversee the payroll process, including leave tracking.

- ensure the archiving of personnel files and follow up to add any significant elements to the file.
- Participate in the recruitment process and more specifically participate in the preparation of job descriptions of staff recruited in the accounting department;
- Coordinate project activities with the field office team to support sound financial and administrative management of activities in accordance with FHI Solutions policies and procedures;
- Ensure compliance with Burkinabe laws (including labour laws) and tax regulations;
- Maintain close communication with project partners and headquarters staff;
- Assist the project manager and other program staff, as appropriate, in preparing pre-lists of procurement and technical activities in order to plan effective and timely inputs in support of work plan activities;
- Keep the Country Director informed of the latest rules and regulations regarding the country's operations and assist him in carrying out his activities.

Apr 2019 - Apr 2021

Finance Officer

FHI 360, Ouagadougou

Support the finance director in the tasks on accounting, treasury management, finance and administration.

Essential functions of the position:

- Contribute to the realization of financial activities in compliance with procedures and internal control;
- Prepare and submit requests for funds
- Check the financial reports of the field team;
- Guide and train colleagues on financial management;
- Monitor all financial aspects of local procurement and contracting;
- Prepare payroll, keep staff records up to date;
- Supervise, control and guide the owner of the small expense fund;
- Provide the necessary financial and administrative support to all project staff, consultants and subcontractors and ensure the timely reporting of specific expenses;
- Remain in constant contact with the headquarters;
- Update the inventory sheets and labeling of the material.

Sep 2017 - Apr 2019

Responsable administratif et financier

Planète enfants et Développement, Ouagadougou

In charge of accounting, finance, administration, human resources and logistics.

Fonctions essentielles du poste

Planning and forecasting

- Participate in the preparation of annual project budgets;

- Follow loan the treasury and introduce in time the requests for funds.

Grant management

- Participate in the selection of partnership associations,
- analyse the accounts and monitor expenditure by budget lines;
- Capacity building of partner associations for better financial management of the project and allocated funds and internal control of their accounting.

Accounting/Finance/logistique

- Hold the petty cash;
- Keep cash register and bank journals;
- Prepare monthly financial reports;
- Manage the movements of vehicles, ensure the completion of the logbook, follow-up of the maintenance of motorcycles and vehicles;
- Update the equipment sheets for any new acquisition, develop the exit sheets in case of immobilization exit;
- Carry out once a year the inventory of the heritage.

Administration/Human resource

- Calculating pay, participating in recruitment, updating personnel records;
- Calculations and repayment of taxes and duties, and introduce VAT refund returns;
- and calculation and repaid on time of taxes;
- please respect the procedures when ordering goods and services;
- organize meetings, seminars, workshops (invitation, hotel reservation, catering services, official remuneration, perdiems, transport etc.);
- Supervise the work of the office officer and delegate tasks to him;
- Classification of accounting documents;
- Security referent: make available to other members the necessary information for travel in the field.

Mar 2015 - Dec 2015

Administrative and Accounting Assistant

Coalition National Pour l'Education pour Tous, Ouagadougou
Maintain administration and support in accounting tasks

Administration/secrétariat

- Welcome visitors, hold the secretariat, organize the coordinator's agenda and update schedules;
- Manage the coalition's mailbox, writing letters, activity reports and meeting reports;
- organize seminars, meetings, training and workshops;
- initiate and track orders for goods;
- prepare the payments of invoices to be paid, rent, taxes and duties;
- check accounting documents, photocopies and scanning.

Accounting

- collect, verify accounting documents;
- update cash and bank journals of projects and draw up financial reports;
- hold petty cash, establish bank reconciliations and cash reports;
- enter online accounting with the lessor ANCEFA and in SAGE100.

May 2009 - Dec 2010

Administrative and Accounting Assistant

Centre de Coopération Internationale en Santé et Développement (CCISD),
Ouagadougou

Apr 2012 - Dec 2014

Administrative and Accounting Assistant

CCISD, Ouagadougou

- Process accounting documents, impute and enter (TOMPRO and Excel);
- Establish bank reconciliations and cash register minutes;
- Receive the accounting of associations, analyze; correct and return for consideration;
- Carry out pre-audit missions to ensure compliance with donor procedures,

- ensure the effectiveness of corrections and provide my support for all
- Participate in the order of goods and services, consulting contracts;
- Organize meetings, workshops, seminars;
- Vehicle monitoring (logbook, maintenance and repair, fuel);
- Update and monitoring of stocks: medicines, medical consumables, equipment.

Feb 2006 - Jan 2009

Junior Auditor

Cabinet CM Afrique, Ouagadougou

- Provide accounting and tax assistance to the firm's clients;
- Prepare financial statements, cash flow plan, financing plan, business plan and application files;
- Participate in financial and accounting audit missions, organizational sponsored by financial partners, beneficiary structures, associations and private companies;
- Participate in the development of training modules offered by the firm (power point presentation);
- Perform office automation tasks and manage the secretariat.

Certificates

Dec 2020

USAID Subaward management / Humentum

Online training on the management of grants awarded to subcontracts; with funding from USAID funds. This training allowed us to better define the Suaward, the conditions, the propable risks.

Achievements

Grant monitoring officer

Date de réalisation: Décembre 2015 - Février 2017

Clients : SAMUSOCIAL BURKINA FASO

Follow-up, support and strengthening of seven (07) association funded by SAMUSOCIAL Burkina Faso as part of the project initiated in favor of street children funded by the European Union.

Essentially our mission to consist of:

- **Project management and coordination of activities: monitoring** the progress of activities, analysis of indicators
- **Financial management: technical support** to associations,
- **Monitoring and evaluation:** mid-term evaluation carried out in order to reframe the associations on the major axes of their action plan.

References

Bridget Ralph

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