

Brussels, 22 February 2023

**Letter of recommendation for Behnan Adam**

Dear Madam/Mr,

Maks is a non-profit organisation active in Anderlecht, Cureghem district, and has been focusing on digital inclusion and guidance to work for people with a large distance to the labour market and disadvantaged people for more than 20 years.

Mr Behnan Adam has been working there as a financial officer since January 2018. And I have been his supervisor since August 2021.

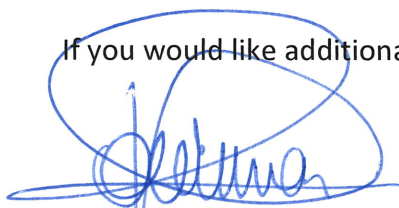
Behnan is responsible for the financial reporting of an average of 20 subsidy files per year (ranging from €10,000 to €400,000) and does so with great rigour and dedication. Within our non-profit organisation, these files are of prime importance for our funding, as they represent 90% of the non-profit organisation's income.

His main responsibilities are:

- Providing information when building the financial files
- Complete interim and final reporting
- Liaising with funding agencies
- Collaborate with HR and accounting for proper entry of analytical expenses and payroll processing.
- Managing timelines and agenda for submissions and reports of all grants and interventions.
- General budget management of the NPO, including preparation and management of wage calculations
- Support to HR and accounting
- Supporting the operational teams on financial matters

Behnan is calm and highly stress-resistant, meticulous, and dedicated. He works very autonomously and needs little direction. He thinks solution-oriented and strives to optimise work processes.

If you would like additional information, please contact me at the phone number below.



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