

CURRICULUM VITAE

PERSONAL PROFILE

FIRST NAME : Edmore
SURNAME : Nyanhongo
RESIDENTIAL ADDRESS : 25 West Brook
North Road
Glen Marais
1619
E-MAIL ADDRESS : enyanhongo@yahoo.com.
MOBILE NUMBERS : 083 756 8311, 083 439 2244 or 071 288 2502

EDUCATIONAL PROFILE

Tertiary Training: *Bachelor of Business Studies Honours Degree*
(Majoring in: Accounting and Financial Management)

POST GRADUATE QUALIFICATION – MBA Finalist (Dissertation/Thesis Stage)

VALID INTERNATIONAL DRIVER'S LICENCE

POST-GRADUATE CERTIFICATES HELD

CERTIFICATE IN

1. Project Management
2. Diversity Management
3. Supervision and Management
4. Fundamental Management Skills
5. Total Quality Management
6. Credit Risk Mgt & Communication
7. Pastel Payroll

ISSUED BY:

Stellenbosch University, SA
Abelusi Training Network, SA
ISM (London)
Seminar Group
The British Council
Institute of Credit Management
Pastel Training: HR & Payroll, SA.

TRAINED PEPFAR PROGRAMME CONSULTANT

- **PEPFAR Consultant (Africa Region)** trained in South Africa through the University of Washington and I – TECH, Seattle, USA.

KEY COMPETENCIES

- Excellent verbal, written, cross cultural communication and ability to build good working relationships at all levels.
- Solid and sound leadership, strong administrative, influencing, analytical and problem solving skills.
- Proven experience of working in multi-cultural and high risk areas.
- Multi-skilled, dynamic, self-motivated individual with good facilitation, capacity building and collaborative management skills.
- Experience of working in an international context and major projects.
- Thoroughly familiar with USG funding rules and regulations.
- A strategic thinker who is able to prioritise various demands.
- Pro-active, detail oriented person with high professional ethical standards

WORK EXPERIENCE

CURRENT POSITION

Part-time Business/Financial Consultant: RS and Associates (*Dawn Advisory*)
(Depending on availability of Assignments) 1 August 2012 - current

Previous Positions

Chief Finance and Operations Officer (Contract)	: SSN AFRICA, SA 1 Feb 2011 – 31 July 2012
Regional Finance Advisor	: IPAS USA (Based in Johannesburg, SA) 1 April 2010- Jan 2011
Finance and Operations Manager	: IPAS South Africa 15 Sept 2008 – 31 March 2010
National Finance Manager (Contract)	: YFC South Africa March 2008 – 12 Sept 2008, South Africa
Financial Consultant (Contract) (Seconded to JOSHCO)	: RS & Associates (Pty) Ltd Sept 2007 – Feb 2008 – South Africa
Finance Manager	: Zimbabwe Power Company Jan 2005 – Aug 2007, Zimbabwe

Principal District Accountant : Zimbabwe Electricity Distribution Co
Harare Region July 2000-Dec 2004

Principal Accountant : Zimbabwe Electricity Supply Authority
Southern Region April '99-June 2000

District Accountant : Zimbabwe Electricity Supply Authority
Southern Region – April 1996 – March 1999

Branch Accountant : Agricultural Finance Corporation
May 95 - Mar 1996

Mgt Acc S/visor/ Senior Bookkeeper : Zimbabwe Broadcasting Corporation
March 92 - Apr 1995

COMPUTER EXPERIENCE

Computer Literacy : MS Excel, MS PowerPoint, Microsoft Word.

Accounting Packages : QuickBooks, Pastel, AS400, ICS
Accpac and SunSystems.

Payroll Packages : VIP, Pastel, Pay Day and Psiber Payroll Systems.

PREVIOUS WORK EXPERIENCE: (in detail)

CHIEF FINANCE AND OPERATIONS OFFICER: **SSN AFRICA**

KEY RESPONSIBILITIES

❖ Strategic Planning and Leadership

- Assist the CEO in coordinating and driving the organization's strategic plan.
- Leading organizational restructuring initiatives and associated change management interventions.
- Advice and support the provision of effective asset management framework, policies and systems.
- Develop and ensure the implementation of best practice policies, procedures and internal control systems.
- Lead and support the implementation of an effective accounting system for SSN and ensure alignment with the regulatory processes.
- Lead and facilitate the development and implementation of a grants management system and policies that would ensure quality service and reporting.
- Facilitate and guide the provision and implementation of effective procurement framework, systems and policies.

- As appropriate, participate in Exco and Board advisory meetings on specific finance/audit sessions - budget presentation, risk issues, sharing the quarterly financial management reports, presenting key issues and orientation of the board on financial management.

❖ **Risk Management**

- Promote improved partnership internal audit results through following up implementation of audit recommendations and addressing common audit findings.
- Enhance and oversee risk management processes by ensuring that audit and risk assessments are conducted periodically.
- Alert leadership about risk within the various procedures and systems.
- Manage the statutory audit process and assess the effectiveness of internal controls by designing and improving project accounting systems.
- Ensure appropriate financial, monitoring frameworks and internal controls are in place to support SSN's strategic vision.

❖ **Promotion of Financial Accountability and Reporting**

- Provide strategic financial input into the overall strategic vision and mission of the organisation.
- Lead the development and management of an institutional framework for the co-ordination and implementation of the budget process, systems and policies in accordance with the organization's financial policies.
- Provide leadership for the flow of financial information and preparation of the annual financial statements for auditing and reporting.
- Lead and facilitate the development of an effective financial performance management system that allows for production of updated information for project managers, regular reports for the management and ensure compliance with the statutory reporting requirements.
- Development and maintenance of effective and efficient systems of financial, risk management and control.
- Ensure the organization complies with year-end closing processes.

❖ **Grants Management**

- Compilation of financial and Sponsor reports in required formats.
- Management of grants through the implementation of SSN Africa accounting policies and procedures.
- Oversee all budgets relating to the specific Donors.
- Provision of financial advice in a structured manner.
- Work closely with the Finance Department of various Donors.

❖ **Operations/Programme Management**

- Work hand in hand with Project Managers and Co-ordinators to meet project milestones and reporting requirements.
- Active in the development, implementation and review of reporting, monitoring and evaluation processes within the projects.

❖ **Strategic Networking**

- Work in collaboration with SSN Africa's stakeholders especially the **University of Cape Town Energy Research Centre staff**.
- Function as the primary interface with all our partners and foster productive and appropriate relations.
- Collaborate with the External Auditors as per the responsibility audit matrix.
- Develop and maintain good professional networks with key international Implementing Agencies and Donors.

❖ **Financial Support and Training**

- Equip all finance staff with the necessary financial skills for effective financial management.
- Ensure all staff is adequately resourced to perform their duties effectively.
- Conduct capacity assessment of finance department to ensure the department is strategically positioned to effectively deliver and support SSN programmes.
- Mentor and support the finance team to understand and meet the service requirements of their roles
- Ensure succession planning for SSN strategic and key finance positions
- Provide opportunities for financial training of finance staff through the use of various techniques including secondment, rotation, acting opportunities etc.
- Providing basic financial management training and orientation for non-finance strategic staff to appreciate the importance of the financial role in the organisation.

❖ **Human Resources Management**

- Encourages and builds an organisational climate conducive to optimal performance through implementation of sound HR policies.
- Ensure effective internal communications across the organization by periodically updating staff on critical developments within the organisation as and when necessary.
- Participate in the development of an overall HR Strategy that is aligned with the strategic vision of the SSN and in accordance with the Labour Relations Act.

- Advice and support with recruitment, selection and orientation of staff, technical experts, consultants, implementing agencies and interns in conformity with applicable rules and procedures.
- Support the development and implementation of an effective performance management system that aligns institutional performance with individual performance.
- Advice on training and development programs for the organization.
- Identify and ensure that conflicts are resolved between various departments and individuals within the organisation.

❖ **Contracts Management**

- Responsible for the development and management of protocols to ensure all financial and contractual obligations both statutory and relating to funders are adhered to.
- Management of contracts for all implementing Offshore Agencies in **Peru, Colombia, Brazil and Chile.**

❖ **Management Information Systems**

- Ensure all SSN systems are functioning effectively to achieve the laid down organizational objectives.
- Ensure staff is well trained to efficiently use the available systems to enhance their production levels.
- Ensure the whole organization aligns with any new initiative related to systems and processes development and implementation.

REGIONAL FINANCE ADVISOR: IPAS

(Reporting to the Executive Vice President – Finance and Administration: USA)

- Financial Management and Reporting
- Governance and Compliance Management
- Strategic Management and Monitoring
- Donor Reporting
- Project/Operations/Programmatic Management
- Relationship Building
- Capacity Building/Training
- Human Capital Management
- IT and Change Management

FINANCE AND OPERATIONS MANAGER –IPAS

- Maintaining complete, accurate and compliant financial records.
- Financial Reporting and submission of reports to North Carolina, USA
- Managing the IT function and preparation of year-end Audit schedules.
- Payroll, Creditors and Reconciliations Management.
- Programmes management – management of programs, prepare and

- control budgets & advise Project Managers on their budgets.
- Review Donor Agreements for compliance with IPAS financial standards
- Oversee adherence to Donor financial reporting requirements – **DFID, SIDA, CIDA, AusAID, FINIDA, FORD Foundation and Packard**
- Compliance Management and Reporting: VAT, Tax, PAYE, UIF, & others.
- Fixed Assets Management and Variance analysis.
- Financial planning and development of Project Proposals for submission to Donors.
- Co-ordinate the payments management system.
- H R functions management, training and supervision of Staff.
- Acts as Country Director in the absence of incumbent.

NATIONAL FINANCE MANAGER: *YFC*

- Monthly Management Financial Reporting.
- Mobilisation of Donor Funds.
- Financial Reports for Donors -**USAid/PEPFAR, CDC, National LOTTO and SDD.**
- Consolidation of Reports from provinces.
- Budgeting, Budgetary Control and Fixed Asset management
- Reconciliation of Accounts, Payroll management and procurement.
- Statutory returns and Creditors management.
- Ensure adherence to financial policies.
- Annual and Donor Audits.
- Supervision of Staff.

FINANCIAL CONSULTANT: *RS and ASSOCIATES*

- Preparation of monthly Management Accounts
- Reconciliation of Accounts, debtors and creditors management
- Asset, Project and Grants management
- Audit and Tax Management
- Supply Chain Management.
- Budgeting and Budgetary Control.

FINANCE MANAGER: *ZPC*

- Financial Reporting
- Budgeting and Budgetary control
- Strategic Management
- Human Resources Management
- Tax, Auditing and Mgt Information Systems

PRINCIPAL DISTRICT ACCOUNTANT : *ZEDC*

- Treasury, Debtors and Creditors Management.
- Supply Chain Management.
- District Reporting, Budgeting and Various G/L Reconciliations
- Management Accounting, Tax and Audit.
- Meter Reading, Billing and Cash Management.

BRANCH ACCOUNTANT: AFC

- Cash flow Management
- Production of Branch Management Accounts
- Budget Preparation and Control
- Loans Management
- Debtors and Creditors management
- Various Ledger Reconciliations.
- Supervision of Staff.

MGT ACC S/VISOR / SENIOR BOOKKEEPER: ZBC

- Debtors and Creditors Management
- Various Ledger Accounts Reconciliations
- Trial Balance and Balance Sheet preparation.
- Cashbook Handling.
- Fixed Assets Management.

INTERESTS & ACTIVITIES

- Travelling, Touring and going to Church.
- Reading and watching television.
- Going to the Gym.

REFEREES:

1) Dr. C. Sanangura

Chief Executive Officer
RS & Associates (Dawn Advisory)
12 Foundry Rd, Isando, Johannesburg
South Africa
Tel: +27 86 722 7443
Cell: +27 82 943 8700
cleopas@dawnholdings.com

2) Mrs Karen Trueman

Country Director
IPAS South Africa
3rd Floor, 158 Jan Smuts Offices
9 Walters Avenue, Rosebank
Johannesburg
Tel: +27 11 880 2104
Cell: +27 82 905 6105
truemank@ipas.org

3) Mr. H. Chiwara

Finance Director
Zimbabwe Power Company
Samora Machel Avenue
Harare, Zimbabwe
Tel: +263 4 720894
Cell: +263 712 620 367
hchiwara@zpc.co.zw