**C U R R I C U L U M V I T A E**

# **PERSONAL PROFILE**

**FIRST NAME** : Edmore

**SURNAME** : Nyanhongo

**ID NUMBER** : 6803186029188

**RESIDENTIAL ADDRESS** : 25 West Brook

North Road

Glen Marais

Kempton Park, 1619

**E-MAIL ADDRESS**  :enyanhongo@yahoo.com.

**MOBILE NUMBERS** : 083 756 8311 or 083 439 2244

**EDUCATIONAL PROFILE**

**TERTIARY TRAINING : Bachelor of Business Studies Honours Degree**

**POST GRADUATE DEGREE: Masters of Business Administration (MBA)**

**CURRENT STUDIES : Doctor of Business Administration (DBA)**

**POST-GRADUATE CERTIFICATES HELD**

**CERTIFICATE IN ISSUED BY:**

1. Project Management Stellenbosch University, SA

2. Diversity Management Abelusi Training Network, SA 3. Supervision and Management ISM (London)

4. Fundamental Management Skills Seminar Group

5. Total Quality Management The British Council

6. Credit Risk Mgt & Communication Institute of Credit Management

7. Pastel Payroll 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.

**WORK EXPERIENCE**

**CURRENT POSITION**

**Senior Manager: Finance, HR and Admin: Trade and Industrial Policy Strategies (TIPS)**

1 August 2014 - current

**Previous Positions**

**Finance and Operations Manager :** IPAS South Africa

***(Contract)***  1 October 2013 – June 2014

**Part-Time Financial/ Business Consultant:** RS and Associates (Dawn Advisory)

1 August 2012 – 30 Sept 2013

**Chief Finance and Operations Officer** : 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)* :** RS & Associates (Pty) Ltd

*(****Seconded to JOSHCO)*** 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

**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

**KEY COMPETENCIES**

* Extensive International and local NGO financial management, reporting, administrative and operations management.
* Excellent verbal, written, cross cultural communication and ability to build good working relationships at all levels.
* Solid and sound leadership, strong administrative, influencing, analytical, problem solving, facilitation, risk and collaborative management skills.
* Ability to schedule time effectively and use efficient work methods & tools
* Proven experience of working in multi-cultural and high risk areas.
* Multi-skilled, dynamic, self-motivated individual with ability to create an environment that fosters learning, growth and development.
* Experience of working in an international context and major projects.
* Thoroughly familiar with USG funding rules and regulations.
* A strategic thinker who uses sound judgement in uncertain conditions.
* Pro-active, detail oriented person with high professional ethical standards

**CURRENT DUTIES**

**SENIOR MANAGER: FINANCE, HR AND ADMINISTRATION – TIPS**

**Main Purpose of the Job**

Overall responsibility for strategic management, governance, compliance, the sound operation of TIPS financial management, administration and human resources reporting systems.

* **Financial Management**
* Managing the full financial function of TIPS, including the Administration and Project Support staff
* Mentorship of Finance and HR officer, Project and Admin staff
* Monthly meetings with the Executive Director (ED) and management team
* Monthly meetings with the Finance and HR Officer
* Monthly administration and project meetings
* Linking the project/ research components to budget and financial components.
* Ensure that management accounts are produced on a monthly basis
* Cash and cash-flow management
* Ensure adherence to all year-end financial procedures and oversee and manage the TIPS annual financial audit
* Ensure accountability of donor funding by efficient fund management
* Prepare donor financial statements and reports; liaise with donors on reporting, funding guidelines and budgets
* Process electronic banking transfers, payments, including transfer of funds to other countries and ensuring security of passwords
* Together with Executive Director, develop funding mechanisms and fundraising strategy to ensure TIPS long-term sustainability
* Produce medium-term and annual budgets and forecasts in line with broader TIPS strategic objectives
* Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
* Provide the Executive Director, Management and Board with comprehensive, regular reports on the revenues and expenditure of TIPS
* Participate in the designing, implementing and management of the operating system as it deals with the finance architecture
* Administration of external and internal financial reporting including Monthly, Quarterly and Annual Financial Statements in line with IFRS, GAAP, PFMA and GRAP
* Drive financial performance improvement initiatives throughout the business (expenditure, cost reduction, capital efficiency and productivity
* **Leadership and Strategic Management**
* Actively participate and lead some committees involved in the development and implementation of TIPS organizational strategies to ensure end to end processing and practical implementation of operations requirements.
* Mentor the management team on proactive people management techniques.
* Align the portfolio of change initiatives to organisational strategic principles and work with departmental managers to ensure that their operational plans are in alignment.
* Lead, co-ordinate and review the change management process on a monthly basis and effectively disseminate relevant information
* Provide ongoing advice and direction to the operational managers in respect to procedure, policies, legislative and regulative operations whilst maintaining the appropriate commercial/regulatory balance.
* Implement and communicate ‘best practices’ and continuous improvement in the management of operational activities.
* Build a learning organization with the competencies, capabilities and resource strengths to carry out the TIPS strategy successfully
* Develop and establish strategy supportive policies and procedures.
* Create a strategy supportive work environment and corporate culture.
* Exercise the internal leadership needed to drive implementation forward and ensure continuous improvement on the TIPS strategy implementation.
* **Governance and Risk Management**
* Develop targets and take accountability for the overall achievement of performance objectives in terms governance requirements, employee satisfaction, cost performance, operational risk and compliance requirements.
* Develop and review the risk profile of the organisation and initiate strategies to reduce and or eliminate the risk.
* Manage and co-ordinate all business risk activities (including business assurance, conformance testing and management self-assessment etc) and ensure compliance within the organisation.
* Attend to and remedy overdue audit and management assurance action items within the organisation.
* Prepare periodic Board and AGM packs - financial analysis and slides to include P&L, capital and cash flow versus plan, agenda, minutes, resolutions etc
* Acts as Company Secretary for TIPS.
* Provide secretarial services to the Board and participate in Audit Committee meetings
* Conduct post mortem exercises and debriefing sessions to ensure transfer of knowledge and experience within the business and assist in the prevention of recurrence.
* **Stakeholder Management**
* Actively promote the collaborative engagement of internal and external stakeholders including suppliers, clients, service providers, business partners and other stakeholders.
* **Compliance Management**
* Monitor legislative and regulatory developments and ensure total compliance with relevant laws, policies and regulations
* Ensure all statutory returns are submitted timeously with SARS, CIPC and the Department of Labour – VAT, PAYE, UIF, SDL, CIPC Returns etc
* **Contracts Management**
* Responsible for all formalized TIPS contracting of internal and external service level agreements - research, consultant, research fellow and service provider contracts
* Ensure the implementation of a robust service level management process including the formalized contracting of internal and external service level agreements,
* Regularly review all contracts to ensure they are in line with TIPS business model and take remedial actions for poor service delivery.
* **Program management**
* Ensure that the programs and services offered by TIPS contribute to the organization's mission and reflect the priorities of the Board;
* Ensure that the operation of the organization meets the expectations of its clients, Board and Funders
* Oversee the efficient and effective day-to-day operation of the organization
* Maintain policies for the approval of the Board and prepare procedures to implement the organizational policies
* Review existing policies on an annual basis and recommend changes to the Board as appropriate
* Overseeing the contracting and management of service providers and assist partners with implementation and proposals, according to TIPS’s overall procurement procedures
* Assist with the development of work plans and reports for programs, and their submission, together with quarterly operational reports to the Executive Director
* Establish appropriate monitoring and evaluation procedures in relation to all financed initiatives and in accordance with TIPS’ overall Monitoring and Evaluation function
* Ensure necessary attention is given to problematic projects and manage escalated issues impacting project deliverables. Review risks, issues and mitigating actions that have been put in place.
* **Human Resources Management**
* Determine staffing requirements for organizational management and program delivery;
* Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
* Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission
* Implement a performance management processes for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
* Coach and mentor staff as appropriate to improve performance
* Identify and evaluate the risks to the organization's people (clients, staff, and management), property, finances and image and implement measures to control risks
* Develop and maintain a database of staff training needs and budget.
* Establish and maintain a succession plan and ensure that succession plans are in place for key value roles
* **Database Management**
* Oversee development and maintenance of the TIPS website.
* Maintenance of the TIPS database using the Everlytic Database Management Program
* **Grant and Donor Management**
* Review consultancy, small grant and grant contracts;
* Ensure the fulfilment of all financial and governance pre- qualification and reporting requirements by project partners
* Liaise with donors on reporting, funding requirements and controlling of personnel costs;
* In consultation with staff, manage all contracting and procurement procedures, and reporting and accounting procedures associated with grant disbursement and consultancy contracts
* Develop and maintain TIPS project management system on a regular basis and as and when necessary.

**PREVIOUS WORK EXPERIENCE: (in detail)**

**KEY RESPONSIBILITIES**

**FINANCE AND OPERATIONS MANAGER – *IPAS SA***

* **Strategic Financial Management**
* 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.
* Administering payroll, employee benefits, creditors and reconciliations
* Manage annual budget and work with programs units to manage the tracking and reporting on Country budget
* Building an sound, efficient technical financial system
* Overall responsibility for financial analysis and reporting, ensuring alignment with IPAS goals
* Direct annual budgeting and planning process for the Country's annual budget
* Oversee monthly and quarterly cash-flow projections, assessments and forecasts of organization's financial performance against budget, financial and operational goals.
* Deliver unqualified financial audit.
* **Donor Management and Reporting**
* Review Donor agreements for compliance with IPAS financial standards
* Oversee adherence to Donor financial reporting requirements – **SIDA, CIDA, AusAID and FORD Foundation**
* Track and report on expenditure of restricted and unrestricted funding
* Report expenditure against donor cost centers
* Liaise with donors on anticipated over / under spending and re-allocations within budget.
* Liaise with donors about payment tranches.
* Oversee financial reporting to Donors.
* Prepare for and manage annual and donor requested audits.
* **Compliance Management and Reporting**
* Fixed Assets Management and Variance analysis.
* Comply with GAAP, other relevant legislation and adherence to good corporate governance.
* Financial planning and development of Project Proposals for submission to Donors.
* Co-ordinate the payments management system.
* Maintaining effective financial and administrative filing systems and record keeping.
* Ensure compliance with all statutory requirements and payments (including PAYE, UIF, SDL, and VAT) and submitting all necessary annual returns to CIPC.
* **Organizational Effectiveness**
* Manage all support functions and increase their effectiveness and efficiency through improvements to each function (Finance, HR, IT and Administration)
* Contribute to short and long-term organizational planning and strategy as a member of the management team
* Oversee organizational insurance policies, tax and legislative compliance
* Attend to daily administrative needs of the Country staff.
* Oversee the general office management - maintenance, lease agreements, SLA, consultant agreements
* IT services management - ensure servicing , upgrading and functionality of equipment at all times
* Oversee the use of electronic equipment, and put in place systems to ensure tracking of such equipment
* Procure services and supplies in accordance with financial policies and procedures. Support and educate staff to comply with these policies.
* **Programs Support**
* Support the programs managers units with all the necessary financial guidance and adherence to Ipas policies.
* **People Management**
* Develop a high performance work culture within the country office.
* Plan, organise and direct an efficient and effective country office.
* Oversee the implementation of effective HR policies, systems and

practises, including job descriptions, salary grading system,

recruitment and performance management.

* Develop IKOs/KPIs with team members and monitor team and

individual performance.

* Conduct periodic performance appraisal.
* **Capacity Building/Training**
* Co-manage training through managing the needs of trainees
* Together with Ipas Head Office Human Resource unit, explore added

value and opportunities to develop new trainings.

**Financial Consultant: *RS and Associates (Pty) Ltd***

* Compilation of financial statements, auditing, financial management and reporting for NGOs, private businesses, Research institutions, public enterprises and municipalities in compliance with MFMA, PFMA, GAAP and IFRS and Treasury and SCM guidelines.
* Verification of DoRA payments by Treasury and budget allocations
* Reconciliation of Accounts – Creditors, Debtors, Fixed Assets, Investments, Loan Accounts etc.
* Training of staff - Graduate trainees and finance staff on various financial management issues.
* Conducting strategic management planning for private companies and NGOs.
* Due diligence and turnaround strategies for private businesses and municipalities.

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

* **Financial Management and Training**
* Management of the finance function.
* 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 programs.
* 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 organization.
* **Financial Accountability and Reporting**
* Provide strategic financial input into the overall strategic vision and mission of the organization.
* 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.
* **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, procedures, budgets, structures 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 which ensures quality service and reporting.
* Facilitate and guide the provision and implementation of effective procurement framework, systems and policies.
* Participate in Exco and Board advisory meetings on specific finance/audit sessions - budget presentation, risk issues and sharing reports.
* **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 systems.
* Ensure appropriate financial, monitoring frameworks and internal controls are in place to support SSN’s strategic vision.
* **Grants Management**
* Compilation of financial and Donor 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.
* Manage existing funder agreements efficiently and administer according to funder/donor requirements, organizational policy and procedure.
* Ensure potential donors and funders are identified and the relevant relationships and fund raising proposals are developed.
* Develop and maintain accurate international and local donor databases.
* **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.
* Liaises with donors, suppliers, government offices, and other strategic partners and clients.
* **Human Resources Management**
* Encourages and builds an organizational climate conducive to optimal performance through implementation of sound HR policies.
* Ensure effective internal communications across the organization by periodically updating staff on critical internal developments.
* Participate in the development of an overall HR Strategy aligned with the strategic vision of the SSN and 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 organization.
* **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.
* **Governance**
* Ensure that all regulatory, statutory, accreditation and donor requirements are complied with.

**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 SA***

* 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 andPackard**
* 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.

**REFEREES:**

1. Mrs Karen Trueman Country Director, IPAS SA *(Former)*

3rd Floor, 158 Jan Smuts Offices

9 Walters Avenue

Rosebank, **Johannesburg**

Cell: +27 82 905 6105

1. Dr. C. Sanangura Chief Executive Officer

RS & Associates (Dawn Advisory)

12 Foundry Road, Isando Johannesburg

**South Africa**

Tel: +27 86 722 7443

Cell: +27 82 943 8700

[**cleopas@dawnholdings.com**](mailto:cleopas@dawnholdings.com)

1. Mr. H. Chiwara Finance Director

Zimbabwe Power Company

Samora Machel Avenue

**Harare, Zimbabwe**

[Tel: +263 4 720894](Tel:+2634720894)

Cell: +263 712 620 367

**hchiwara@zpc.co.zw**

1. Mr. P Ndhlovu Engineering Manager

Rotek Engineering (Eskom)

**Johannesburg**

South Africa

Tel: +27 11 629 441

Cell: +27 84 062 0626 [**pilani.ndhlovu@eskom.co.za**](mailto:pilani.ndhlovu@eskom.co.za)