

## CURRICULUM VITAE

**Gokul Prasad Barik**

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### **Career Objective**

A senior finance & Administration professional having M.B.A. Qualification and exhaustive experience of 22+ years, majorly in the not-for-profit sector is looking for Full time/Long Term Assignment in Project management, Financial Management, Establishing Internal Control Systems, Internal Audit, Statutory Compliance, Contracts, HR Management and Grants & Operations Management with a high growth-oriented organization at National/ International levels.

### **Professional Synopsis**

- 22+ years of distinguished development career achievements, exclusively 18 years' experience with National and International organizations.
- Have worked for programs/projects on Nutrition & Public Health, Livelihood, Agriculture, Education, Climate Change, Shakti Varta, Clean Energy, DRR, Forest / Wildlife Conservation, Renewable Energy and Rapid Response.
- Managed Programs/Projects grant volume of USD 6 Million annually.
- Worked with multilateral, bilateral, and regional donors - EU, ECHO, USAID, GLOBAL FUND, BMGF, DFID, APPI, BMZ, IKEA, CAW, International Corporate, and CSR funds
- Ensure grants and contract budgets align with institutional budgets and forecasts.
- Monitor and coordinate all phases of grant programs, including restricted contributions: from award through close out, including grant and contract administration, reporting and compliance with approved budgets, contract terms and legal requirements.
- Liaise with program staff to ensure that across programs there is financial continuity, consistency, accuracy, and adherence to key inspects and validates that accurate and complete database records are maintained for grants and sub-grants within the Award Management System.
- Ensure that the key processes and tracking systems are in place to manage grant risk assessments, donor financial compliance and reporting management processes.
- Prepare/Review donor financial reports – forecast and analysis at portfolio and program levels including grant receivable cash flow, net asset balance projections and monitoring.
- Grant and contract administration, reporting and compliance with approved budgets, contract terms and legal requirements.
- Ensure that the key processes and tracking systems are in place to manage grant risk assessments, financial compliance and reporting management processes.
- Prepare/Review financial reports – forecast and analysis at portfolio and receivable cash flow, net asset balance projections and monitoring.
- Manage the contracts and agreements as per organization standards,
- Hold the quarterly review and planning workshop and provide the overall outputs and status of the financial strategical plan including risk analysis and financial mitigation.
- Work closely with grant audit team to ensure that relevant information is transmitted to the auditors in a timely manner.
- Compliance and response for financial queries, up-date and implementing the financial and grant policies and procedures including closure of the projects.
- *Focal point for oversee office administration, Human Resource functions, including developing human resource strategy, planning and hiring, administering insurance and employee benefits, Performance Appraisal, Procurement policies, procurement planning and monitoring, Logistics Management, vendor management, asset management, effective and efficient information systems, safety and security and coordination with team and updating according to organization's policies and procedures*
- *Ensure valid contracts/ performance appraisal and coordination with Senior Management / Program Team and orientation training on briefing the Organization policies, procedures and benefits to new employees. staff leave records, personal data, time sheet, benefits, memos and housekeeping and ensure office equipment are installed properly and fully operational and data backup. Ensure staff insurance and fidelity insurance in value, compensation and benefits*
- *Procurement and contracting– Formation of Procurement Committee, procurement plan and review of budgets, ensure the procurement procedures, assessment by scrutiny and analysis of valued vendors for completeness, review of purchase requests, process request for quotation, price bid analysis, negotiation, purchase order/contracting, Goods/ Service Receipt Note, and deliver to the requisite and endorse the payment as per procurement guidelines of the organization. Ensure the valid lease agreements and service contracts/agreements as per Legal and regulatory requirements*
- *Planning and coordination for logistics management – Travel, accommodation, to the international visitors/stakeholders and delegates as per working country mandatory including visa and work permit. Distribution of IEC*

material to field office and maintain the proper records and reconciliation. Arrange and coordinate the logistics for workshops/meetings/conferences and emergency services.

- Finalization of Termination Emoluments and settlement to the employee.
- Asset management and safe custody. Establishes and documents procedures to ensure data integrity including system fail-over and backup/recovery.
- Vehicle management – valid documents, logbooks and official use of vehicle as per guidelines
- Ensure the formalities in smooth closure of the project as per organization guidelines- completion of the project end reports and follow-up donors for financial obligations closeout.
- Supervised team and ability to work in a multicultural and diversify environment. Ability to prioritize the work and meet the deadlines.
- Highly adaptable, multi-cultural teamwork, leadership, and performance management of team.
- Sound judgment, strong analytical skills and Interpersonal skills, Stress tolerance.
- Planning and organize, comfort with organizational change and time management.
- Able to cope with demanding workload, commitment and integrity and ability to highly confidential information with discretion and work and values of the organization.
- Excellent computer skills in ERPs, Microsoft Office (Excel & PPT etc.) SharePoint.
- Ability to take initiative to anticipate and resolve problems, can handle variety of assignments under pressure of deadlines
- Cooperative, hardworking, trustworthy, flexible, and dependable

### Career Graph Summary

Organisation Name	Designation	Tenure	Reporting Manager
Mlinda Charitable Trust	Head of Finance & Administration	September 2021 to Present	General Manager
Wildlife Conservation Society-India	Head of Finance	September 2020 to August 2021	Country Director
International Planned Parenthood Federation (IPPF) – SARO- New Delhi	Advisor- Finance & Administration	March 2019 to June 2020	Director- Finance & Operations
CARE India- Regional Office	Manager- Program Support (Finance & Support Service)	January 2015 to January 2019	Regional Program Director
IORA Ecological Solutions- New Delhi	Manager- Finance & Operations	September 2014 to December 2014	Chief Executive Officer
Handicap International- Regional Office	Manager- Finance & Administration	September 2009 to September 2014	Regional Manager
SOS Children's Villages of India	Co-Worker Accounts	June 2005 to August 2009	Village Director
Smart Net	Finance Officer	January 2005 to June 2005	Managing Director
SRB & Associates, Chartered Accountants	Senior Auditor	January 2001 to December 2004	Branch Manager

### Wildlife Conservation Society-India- Country Office

- Financial management and accounting for WCS-India (tracking and projecting spending by projects and funding agencies, internal project audits).
- Management of treasury and banking activities.
- Management of compliance with respect to Income Tax, FCRA, Companies Act, Customs, Labor Rights and all other applicable laws.
- Planning of financial investments in accordance with applicable laws.

- Developing budget proposal and financial reports to the donors in coordination with the Country Director, concerned Project Leaders and WCS NY finance team in compliance with the donor requirements.
- Recruiting training, supervising and managing finance and administration team.
- Finalizing Grant Agreements and such other financial agreements of WCS-India in coordination with the Country Director
- Developing internal guidelines for finance management, procurement, fixed asset registers etc in coordination with the Country Director
- Financial management of project infrastructure, i.e. leases/rent, insurance policies, registration (vehicle, housing, office, etc)
- Management of Human Resource-establishing staff contracts, worker's compensation and medical benefits, vacation and work schedules in adherence with the internal guidelines and following the national labour laws.
- Oversee coordination of logistics at the country office and between the country office and the projects.
- Oversee expatriate administration and logistics (visas, travel and housing benefits)
- Monitoring and evaluation of project implementation and financial compliance.

### **International Planned Parenthood Federation- South Asia Regional Office**

- Responsible for budget preparation for new proposals as per the donor and organization guidelines.
- Manage end to end grant cycle right from, grant proposal submission, contract development with donor in line with the compliance requirement, progress report, presentation to leadership team, report to donor, liaison with programmatic staff for budget revision, review the status of the grant period and request for NCE.
- Manage regional grants for projects in the South Asia countries in India, Srilanka, Nepal, Afghanistan, Bhutan, Iran, and Pakistan.
- Prepare grant status report, variance analysis along with online/ offline presentation for Central Office at London, UK and SMT at SARO office in Delhi and Bangkok.
- Orient people from finance operation and project on the donor grant terms and condition, procurement guidelines, condition of grant utilization, donor compliances and deliverables.
- Review and prepare the contract with donor considering the in-land law and procedures.
- Work with finance operation team on the cash balance status and prepare the cash flow forecast and send to the donors/HQ for fund remittance.
- Work closely with the finance operation team on the grant information and recommendation from donor.
- Follow the procedure and guidelines of donor and organization for grant closure and follow the legality of the closure process.
- Prepare budget tracking tools for analysis of the expenditure pattern against budget.
- Create grant codes, sub codes for budget lines to record the expenditure in systems.
- Provide feedback/support to improve the internal control system and policies in line with the in-land law and procedures.

### **CARE India- Regional Office**

- Headed regional grant and finance management functions for Odisha, Chhattisgarh, Jharkhand, and Madhya Pradesh.
- Managed a team of 10 people including finance, procurement, and admin officers.
- Managed multi projects of multi institutional and CSR grants in the region.
- Prepared budget, support for proposal submission, developed contracts, sub-contracts, due diligence of partner NGOs, capacity building of finance and non-finance team on grant Management and conditions of the grant utilization.
- Developed budget for new proposals as per the guidelines from the donors and organization.

- Worked closely with the project heads on the budget analysis, revisions, reallocations, and request for Extension (if any).
- Participated in direct and virtual meetings on the grant analysis, variance report and presentations.
- Liaison with internal, external and donor auditors on audit calendar and audits. Provide required support to the auditors and work on the compliances of the audit observations.
- Submitted monthly, quarterly, and fixed timely reports to HQ and SMT at HQ as well as regional office.
- Prepared cash/fund flow Statements, ageing report of receivables, payables and shared/common cost analysis report for HQ and management.
- Oversee day to day financial systems, validation, and documentation for accuracy and in order, analysis and provide leadership with financial information to support effective financial resource allocation, decision-making during organizational strategy refreshes in timely manner.
- Oversee the building of long-term financial processes, operational plan, forecasting with annual operational budget, programme budget.
- Lead the annual budget preparation for the programmes as per guidelines and procedures within Country Programme Framework
- Review of consolidated Interim Financial report and compiling the project monthly/ quarterly financial reports, monthly inputs, forecasts, and financial data.
- Collect, review, and compile the fund requests from the filed /sub offices and submit the fund transfer request to Head Office.
- Headed the procurement and HR unit activities of the regional office in line with the donor and organization policy and procedure.
- Provide feedback for policy revision and actively contributed for ERP implementation.

#### **IORA Ecological Solution**

- Worked with the consultant to develop management system of the organization regarding Finance, Procurement, Human Resource, Donor Management, and organizational structure.
- Developed budget for new proposal and attended meetings with USAID officials on the grant management, sub-grants, and reporting calendar.
- Set up finance and operation team and orient them on the grant and finance management.

#### **Handicap International- Regional office**

- Participated in new project planning and be responsible for developing the budget. Analyzing the expenditures in relation to budgeted plan activities and bottlenecks in spending & implementing guidelines, directions.
- Prepared of Interim and Final Donor Financial report as per Donor guidelines. Very particular in timely submitting to the Management, the Financial Information.
- Reported to HQ at France. Attended meetings through online and presented reports and variance analysis of donor grants at HQ.
- Liaison with donor on the clarification on the reports and modifications. Proposed request for time extension and re-allocation of the budget.
- Developed and updated the common costs budget as well as program budget.
- Verified common cost expenses in the limits and conditions stated in the rules on commitment of expenditures (ceilings, type of expenses, travel expenses).
- Internal finance and administrative control system. i.e. Establishing documented systems, policies, desk manuals and procedures in finance and accounts; Implementation of accounting controls, principles, procedures, and policies.
- Managed a team of 6 people including finance and logistic officers in 2 states office of Handicap International.
- Managed multi states project grants i.e Odisha and West Bengal and a regional project including India, Srilanka, Afghanistan and Bangladesh.

- Implementing Concurrent Audit system for partner NGOs.
- Headed finance and administration units' activities of HI regional office.

### **SOS Children's Villages of India**

- Budget development of both tsunami and family strengthening programme in every six-month interval.
- Supported project team and field staff in budget preparation for activities.
- Family cash transfer to affected families every month.
- Maintained manual cash and bank book, and the software tool on cash and bank transaction on daily basis.
- Prepared Cash, Bank and Journal vouchers
- Payment to vendors, maintained cash advance register.

### **Smart-Net**

- Day to Day Accounts Work and Budgeting
- Office Administration
- Preparation of Cash, Bank and Journal Vouchers
- Bank Reconciliation and Bank Works
- Preparation of Monthly Expenses and Income Variance Report

### **SRB & Associates, Chartered Accountants**

- Conducted internal and statutory audits. Collected data and transaction list for the audit period.
- Conducted audits of Government departments, PSUs, NGOs, and private companies.

### **Accounting Software:**

- NAVISION
- TALLY ERP, GLOBAL & PEOPLE SOFT, ORACLE – FINANCE

### **Academic Qualification:**

- Master of Business Administration – MBA (Finance)
- Graduation in Commerce – B. Com (Accounting & Cost Management)

### **Computer Proficiency:**

- Post-Graduation Diploma in Computer Application (PGDCA).
- MS-office, Outlook, webmail, Internet browsing, surfing, and E-mailing.

### **Personal Information**

- Date of Birth : 18th July 1977
- Gender/Marital Statu : Male/Married
- Nationality : Indian
- Languages Known : Fluency in English, Hindi, Oriya, Tamil and Bengali
- Passport Details ` : Passport No-S1805129

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