

Hozan AbdulAziz Muhammed Ali

Finance Officer

Experience

Dec 2017 to
Still working

Finance Assistant and then Finance Officer

War Child UK Organization

Finance officer Responsibilities

- Work closely with the Finance Manager to ensure the smooth operation of all finance matters.
- Support the Finance Officer by inputting into sales and purchase ledgers from source documents.
- matching invoices to statements and purchase orders to invoices.
- Input accounting data into the accounting system with speed and accuracy.
- Assist in the production of financial statements and applications, preparation of spreadsheets, reports, and correspondence as required.
- Ensure swift payment of invoices.
- Plan, organize, and manage your own workload to ensure your contribution to the monthly financial reporting process is achieved in a timely and accurate manner.
- Resolution of finance-related queries.
- Assist with end of year preparation and procedures.
- Provide financial support to team members.
- Any other duties that may be deemed appropriate to this role.
- A certain level of flexibility regarding availability outside.
- required to attend events and private views
- Maintains financial accounts payable, payroll, benefits, purchasing, cash flow, bank account reconciliations, contribution records, and petty cash.
- Maintains integrity of the accounting software system, and linkages with other systems.
- Prepares timely and accurate reports for all programs and funders.

Role as FO member

Responds to financial inquiries by gathering, analysing, summarizing, and interpreting data. Provides financial advice by studying operational issues; applying financial principles and practices; developing recommendations. Prepares special reports by studying variances; preparing budgets; developing forecasts.

Health insurance Responsibilities

Finance officer primarily responsible for utilizing patients' records to medical expenses to claim it. finance maintains meticulous records of medical costs, adjustments, co-payments, and other billing details.

Other Tasks

Some logistic task when for more than one month while the gap of Logistic

- Managing the drivers and the fleet

Personal Info

Address:
Duhok/Sumel Park

Nationality:
Iraqi/Kurdish

Gender:
Female

Date of Birth:
30/6/1991

Place of Birth:
Duhok

Marital Status:
married

Phone NO
07514025542

Email Address
Aziz.hozan@yahoo.com
& hoz Kurd7@gmail.com

- Managing the cleaners and the premises (Office and Guest house)

Nov 2014 to
Nov 2016

Finance Assistant
Save the Children Organization

Account Payables

- Receives all documents from the field offices.
- Review and register the completeness of documents received from the field and report on any omissions/missing documentation to the support services officer.
- Prepare payment vouchers for all payments received and ensure that they have been signed-off as per the scheme of delegation.
- Maintain a schedule of recurrent expenditure for the Country Office i.e., Utilities such as Electricity Bills, Water Bills, Internet Bills, and Security, Cleaning services to ensure that they are all paid and accrued on a timely basis.
- Timely preparation of statutory deduction payments.
- Preparation of withholding tax payments.

Accounting

- Register all documents through the accounts payable module in the Financial Management System or prepare accompanying GLACOS and submit the payment vouchers for review by the line manager for posting and further processing.
- Processing the payroll GLACOs for review and posting by the line manager or appointed designate.
- Perform aging analysis and supplier reconciliations.

Balance Sheet Accounts Reconciliation

- Single Account Reconciliation as directed by the line manager
- Perform Monthly Bank Reconciliations for approval by the line manager

Controls and Reporting

- Ensure clear audit trail of processed transactions and their linkage to the accounting system
- Implementation of any accounting and financial audit recommendations.

Other

- Provision of information to field offices on the status of payment for each of their requests.
- Back stop for Finance Officer Treasury.
- Internal and external audit support.
- Participate in Procurement committees in the Country Office.
- Ensure internal controls are maintained.

Staff Management, Mentorship, and Development

- Support new SCI staff finance induction
- Working with other teams (HR, Supply Chain, Awards, field teams etc) to enhance efficient processes
- Manage performance of Finance Officers through:
- Effective use of the Performance Management System including the establishment of clear, measurable objectives, ongoing feedback, periodic reviews, and fair and unbiased evaluations.
- Provide training, capacity building and ensure the team has the right working tools
- Coaching, mentoring and other developmental opportunities.

- Recognition and rewards for outstanding performance.
- Documentation of performance that is less than satisfactory, with appropriate performance improvements/work plans.

Aug 2013 to
Mar 2014

Admin & Human Resources in Politics and Public institute Non gov

- Managing meeting tools
- Training to new staff
- Preparing payroll, contracts, and amendments
- Being part of all recruitment process
- Monitoring attendance Prepare for stationary

Apr 2014 to
Aug 2014

**Accountant -
THE ADOLESCENT CARE CENTER**

- preparing accounts
- administering payrolls and controlling income and expenditure
- auditing financial information
- compiling and presenting reports, budgets, business plans, commentaries, and financial statements
- analysing accounts and business plans
- providing tax planning services with reference to current legislation
- negotiating the terms of business deals and moves with clients and associated organizations
- meeting and interviewing clients
- managing colleagues, workloads, and deadlines.

Education

BSc in Economics and Administration in LAW- Accounting Dept - University of Duhok.

Skills

Computer

Excel- Very good with ability of using complex formulas

Word- Very good

Outlook-Very good

Power point- very good

Languages

English Very good

Arabic Fluent

Kurdish mother tongue

Training

- Certificate (Workshop on child safeguarding)-Save the children-Duhok
- Certificate of Safety and Security-Save the children-Erbil
- Finance& Accounting training- NCCI Iraq-Erbil
- Mselect Certificate Team -Building Skills-Sulaymaniyah
- Introduction to Financial Management-Online
- Financial management- Online training
- Financial management reporting-Online.

References:

Currently working with me in War Child UK in uhok Office:

- 1- Rekan Qadir (HR officer) 0750 341 84 32
- 2- Reza Khalil (Logistic officer) 0750 432 11 92
- 3- Line manager- Duhok Area coordinator - Hasan Mobashir- 0751 801 48 66