

Ziad El Mounayer

Finance Professional



About me

Finance and Management professional with invaluable knowledge of managing projects, resources and staff in an effective and efficient manner. Highly focused with a comprehensive understanding of programs, Marketing, Business Development ... Boasting a consistent & proven track record of successfully employing best business practices that improve efficiency, control operating costs whilst increasing performance, all to tight time scales and within budget.

Education

Saint Joseph University (USJ)
MA in Business Administration

 **1998-2002**

 **Huvelin ST. - Beirut – Lebanon**



Work Experience

Freelance Consultant for Nascent / Private Business Partner

 **2023 to Present**

Key responsibilities:

- ▶ Basic Training for church Nascent NGOs on project management, financial management, proposal writing and budgeting.
- ▶ Aiding in finalizing and reviewing donor's reports.
- ▶ Co-Manager in private business for pre-fabricated houses.

International Rescue Committee (IRC)

 **2020 to 2023**

The International Rescue Committee responds to the world's worst humanitarian crises and helps people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future.

 **LEBANON**



 **Dec 20 – Present**

Partnership Finance Manager

Key responsibilities:

- ▶ Participate in the Partner's Project Capacity Review (PPCR) of potential partners as appropriate and contribute to efforts to collaboratively analyze and manage material risks identified.
- ▶ Review partnership agreement terms relating to advances, reporting and any special conditions relating to finance before sharing with HQ for final sign off, and ensure the timely provision of funding to partners.
- ▶ Review partner financial reports (and narrative reports for consistency) and supporting documents to ensure compliance with the partnership agreement, donor regulations and IRC policy, and provide feedback to the partner as appropriate.
- ▶ Member of Partnership Working group (PWG), and co-responsible for delivering the functions of the PWG, including to promote effective cross-departmental collaboration with respect to partnerships.

 **Beirut, Lebanon**

Caritas Syria

A member of Caritas International, Caritas Syria provides assistance to Syrians affected by the Syrian emergency since 2010.

 **Sep19 –Nov 2020**

Technical Advisor Finance –Technical Support Unit for Caritas Syria

Key responsibilities:

- ▶ Continuation of the tasks under Catholic Relief Services (CRS) since the Role was reassigned to Caritas Syria.

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 **Beirut, Lebanon**



Catholic Relief Services (CRS)

A member of Caritas International, the worldwide network of Catholic humanitarian agencies, CRS provides relief in emergency situations and helps people in the developing world break the cycle of poverty through community-based, sustainable development initiatives as well as Peacebuilding. CRS has approximately 5,000 employees around the world. www.crs.org

 **Aug 15 – Sep 19**

Technical Advisor Finance –Technical Support Unit for Caritas Syria

Achievements:

- ▶ Established institutional accounting system in 7 regional offices
- ▶ Application of the Indirect Costs Recovery percentage from projects instead of external funding
- ▶ Clear and standard Cost Allocation policy and procedures.
- ▶ Initiate Internal control mechanisms.
- ▶ Setting up new financial and procurement manuals of policies and procedures.

Key responsibilities:

- ▶ Providing technical support and coaching on approximately daily basis to the financial staff.
- ▶ Participating in project designs workshops and meetings, design projects budgets and follow up on monthly on the financial implementation.
- ▶ Supervising the establishment of Caritas Syria financial systems including internal controls, accounting software usage and schedule financial reporting.
- ▶ Consolidating the regional financial reports and assisting Caritas Syria national office with the fiscal year closing and financial Analysis.
- ▶ Conducting Management quality and capacity building assessments for all Caritas Syria regional offices on a continuous basis to follow up on advancement and spotting areas for amelioration.
- ▶ Collaborating with senior executives to establish and execute a financial action plan for each region

 **LEBANON**

 **Beirut, Lebanon**



Mar 13 – Jul 15

- ▶ Advising financially about issues affecting project implementation, or key local issues affecting future project developments
- ▶ Reviewing and consolidating regional financial reports

Senior Finance Officer – MENTOR project (funded by MEPI)

Beirut, Lebanon

Achievements:

- ▶ Provided financial training and coaching for over 80 nascent NGOs in Tunisia and Lebanon
- ▶ Ameliorated Sub-recipient scores in Management Quality assessments and increased ability to report to government and Donors.

Key responsibilities:

- ▶ Instruct and train partners regarding how to implement financial and managerial policies and procedures, apply financial knowledge and skills and report to the donors.
- ▶ Provide and prepare finance material that are needed and tailored for the partners and work on financial strengthening with each partner as planned e.g. cost allocation, budgeting, procurement processes etc..
- ▶ Prepare and conduct needs assessment for recipients, generate corrective action plans accordingly and create a detailed financial capacity building implementation plan with each partner.
- ▶ Follow up with the Program and Finance Manager on status of partners' advances and ensure the stipulations of agreement with partners are fulfilled.
- ▶ Conduct financial control visits and liquidating partners expenses, advising on their cash flow status and request funding tranches.
- ▶ Maintain project documentation from the field and from local partners.

General Paint S.A.L.

2011 to 2013

LEBANON

Company specialized in the production marketing and distribution of automotive Coating



Feb 11- Mar 13

Finance and Admin Assistant (Consultancy contract)

Ghazir, Lebanon

Key responsibilities:

- ▶ Consolidating and analyzing reports from all departments in order to ensure organizational performance, reliable financial reporting and guarantee that management strategies and objectives are carried out.
- ▶ Generating new reporting templates and written procedures to improve evaluation methods and promote the flow of information.
- ▶ Achieving VAT, payroll and costing sheets when needed.
- ▶ Assisting the financial department with raw materials and final products costing.

Finatrade Group

2008 to 2010

WEST AFRICA



Aug 10 – Dec 10

Finance Controller- Comtrade SARL

Dakar, Senegal

Achievements:

- ▶ Finalized old accounts and bad debts clean up
- ▶ Minimized the company's operating costs and ameliorated cash flow
- ▶ Successfully develop and maintain positive relationships with sister companies, staff and customers

Key responsibilities:

- ▶ Controlling efficiency and ensuring review of the general accounting operations to assure compliance with the company's policies, financial regulations and contracts.
- ▶ Posting recurring and corrective entries to timely submit the monthly closing reports.
- ▶ Managing daily treasury deposits and following up for the transfers of funds to suppliers.
- ▶ Achieving costs analysis reports for oncoming orders and actual inventories.
- ▶ Accomplishing actual and projected financial statements including balance sheet, income, cash flow and treasury statements, reporting them to the management on a weekly and monthly basis.

Sep 08– Aug 10

Finance Controller- ESA Ltd.

Accra, Ghana

Achievements:

- ▶ Finalized old accounts and bad debts clean up
- ▶ Unified two companies accounting books in one (ESA 1 and ESA 2)
- ▶ Ensured a proper monthly closing and highlighted suspicious account for the management.
- ▶ Generated automated costing sheets for the goods and provided expertise for other group companies.

Lebanon Quality Packaging Co.

2003 to 2008

LEBANON

Oct 03– Aug 08

Senior Accountant.

IT Skills



Advanced



Advanced



Advanced



Advanced

Language Skills



Hobbies & Interests



Professional Skills

New Business Development		Multi-Site Operations Expert
Operations Expertise		Customer Relations
Negotiation Skills		Sub-contractors Mgt
Project Management		Financial Management

References Available Upon Request