



SHRINA MAHARJAN SUBEDI
 35 Kathmandu, Nepal
shrinablesssubedi@gmail.com

Summary

A fully qualified, experienced and results driven nonprofit personnel working currently as a Funding Management Advisor with demonstrable experience in successfully handling the projects on reporting, donor compliances, proposal submission, donor communication and managing finances and projects in coordination with technical expertise including accountancy, planning and budgeting, monitoring of all the organizational income and expenditures, financial reporting, conducting financial forecast, report generation and analysis in an international nonprofit organization which have 22 plus donors (multilateral, bilateral, government, church based etc.)

Skills & Training

Skills:

- **Microsoft office application**-Good user of MS word, PowerPoint & MS office
 - Expert user of excel-VLOOKUP up, Pivot Table etc.
 - Expert user of MS outlook
- **Accounting:** Bookkeeping, journal entries, general ledger, Accounts payable, Accounts receivables, tax returns, Reconciliations, Year-end accounts
- **Financial Management**-Financial Planning and budgeting, Financial analysis, Financial Report Writing, Financial change management
- **Donor Compliance Management**
- Advance user of **Accounting software**
- **Strong interpersonal skills:** Communication-Verbal & written, Team-working, Problem solving and decision making
- **Others:** Can work under pressure, Expert in meeting deadlines etc.

Trainings

- Sharpening your interpersonal skill- provided by International Training Partner (ITP) USA
- Keeping your donors happy-Mango Training, United Kingdom

Work Experience

Position	Key Duties
As Funding Management Advisor (July 2018 to date)- Key Achievement <i>Improved organizational financial performance from 85% to 98%-target out of 100% by regular analysis of project performances.</i>	-Communicate well with financial partners (donors) and Programme Team on proposal and report writing matters and on any potential changes on the plan and budgets analyzing the situations. -Monitor and influence the programme funds availability ensuring and analyzing income, expense and budget forecasts regularly, identifying where funds are being underused or overused and adjusting the budgets in consultation with relevant staff' -Provide proper advice on the appropriate usage of unrestricted funds to cover gaps to senior management team of the organization. -Suggest recommendation to project staff and management team on the required actions for improvement.

Position	Key Duties
	<ul style="list-style-type: none"> -Provide required justifications/documents to the auditors for donor financial report auditing -Ensure quality, compliance and consistency in the documents sent to financial partners such as proposal/report, budget/financial report, log frame, Gantt chart, etc. -Prepared skeleton budget and final budgets in donor’s template and standards for existing and new programs by determining required HR expenses and cost allocations for general non-technical expense heads (common costs). -Contribute to establishing and maintaining a good relationship with existing and potential donors -Review and agree on project agreement terms and conditions with financial partners before they are signed and ensure they are duly fulfilled. -Supervise/coach Funds Management Officer
<p>As Senior Funds Management Officer (September 2012 to July 2018):</p> <p>Key Achievement <i>Improved organizational financial performance from 80% to 85%-target out of 100% by regular analysis of project performances</i></p>	<ul style="list-style-type: none"> -Develop annual budgets in collaboration with the finance team. -Forecast operating costs for scheduled projects by strategizing with other departments. -Synthesis financial and budgetary information to solve problems and develop alternative solutions. -Analyze budgets, financial reports, and projections for accurate reporting as per financial standing. -Identify and investigated variances to financial plans and forecasts by interpreting financial results. -Prepare quarterly budget review financial reports using excel pivot tables. -Finalizing of year end statement Of Financial Activities (SOFA). -Train staffs on financial management.
<p>As Senior Finance Officer (March 2012-September 2012):</p> <p>Key Achievement <i>Enhanced the timely reconciliations and reporting.</i></p>	<ul style="list-style-type: none"> -Support the accounting department during monthly closings. -Designed and created weekly and monthly spending reports. -Facilitated month-end close processes, invoicing, journal entries and account reconciliations. -Prepare financial reports including trial balance, income & expenditure statement and balance sheet. -Coordinate with 7 clusters offices for their financial performances. -Analysis of financial performance of 7 district offices.

Position	Key Duties
	<ul style="list-style-type: none"> -Prepare a consolidated financial report of 7 cluster office and head office extracting from Money Works Accounting Software and prepare a report using excel via PIVOT table. -Double entry bookkeeping-manually as well as in accounting software. -Prepare journal entries, ledger posting, ledger reporting etc. -Supporting documents checking for vouchers.
<p>As Admin and Finance Officer (November 2008 to March 2012):</p> <p>Key Achievement</p> <ul style="list-style-type: none"> -Built capacity of 40 staff from 11 different organization on financial management by providing regular trainings -Facilitated on developing financial policies and organizational strategies required for good governance for 11 organizations. 	<ul style="list-style-type: none"> -Capacity build of 11 local community organizations in accounting, financial management, accounting and developing financial policies and strategies. - Prepare journal entries, ledger posting, ledger reporting etc. - Double entry bookkeeping-manually as well as in accounting software. -Execute accounts receivable reporting enhancements and reconciliation procedures. -Manage accounting operations, accounting close, account reporting and reconciliations. -Perform debit, credit, and total accounts on computer spreadsheets/databases, using specialized accounting software. -Received, recorded, and banked cash, checks, and vouchers as well as reconciled records of bank transactions. -Performed field audits monthly, quarterly, and annual bank reconciliations for 11 local community organizations. -Guided 11 local communities on bank reconciliation, payroll, annual bonus, pension funds and project and organizational annual reporting -Reconciled bank statements. -Maintained confidential information, such as pay rates, bonus targets and pay grades. -Prepared monthly and annual expense forecasts, including any necessary recommended action required to manage costs to achieve.
Education	
<p>'Master of Arts of Charity Management: 2016-2018, Twickenham, London, England</p>	
<p>Master of Business Administration (Major Financial Management):2010-2015, Indira Gandhi Open University, New Delhi, India</p>	
<p>Bachelor's degree in business studies (major Finance): 2003-2006, Tribhuvan University, Nepal</p>	
<p>Reference: Available upon request</p>	