

# GAJERE GEORGE DILLBON

Address: Opposite Federal Polytechnic Shakuru Villa Bauchi, Bauchi State

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To contribute effectively to the organization where all skill will be maximally utilized with constructive teamwork to achieve the objectives and goals of the organization, in order to provide adequate contribution to her growth.

## BIO DATA

✓ Date of Birth:	9 <sup>th</sup> November, 1992
✓ Marital Status:	Single
✓ Gender:	Male
✓ State of Origin:	Taraba State
✓ Local Government:	Sarduna
✓ Religion:	Christian

## CAREER HIGHLIGHTS

- Over 5 years of progressive experiences in project finance and grant management.
- Experience in USAID and UKAID/DFID funded project finance management.
- Project management and project cycle expertise.
- Skilled in financial policy, standard operating procedure and strategies implementation, management and supervision.
- Budgeting and budget performance/implementation monitoring expertise.
- Resource mobilization, allocation, management and accountability expertise.
- Project account management and reconciliation expertise.
- Project/donor procurement procedure and policies expertise.
- Procurement management.
- Human resource and administrative expertise.
- Project proposal development and program costing/budgeting.
- Familiarization with core grants compliance policies and procedures.
- Skilled in USAID regulations for projects funds implemented by non-USG organization.
- Community mobilization, Outreach and engagement experiences.
- Computer skills especially in budgeting and accounting related applications.

## WORK EXPERIENCE

Development Exchange Centre (DEC Project) Ankpa Branch as credit officer May 2018 till date

### Job Description

- Keeping tracks of 15-20 groups with 450 members
- Tracking of disbursement and monitoring of outstanding loan
- Tracking group meeting
- Prepare half yearly savings and credit plan for group
- Prompt deposit of daily transaction
- I have about 440 active loanees and a port-folio of 15million

**Association of Orphan and Vulnerable Children of Nigeria (AONN) Bauchi State**

*Finance Officer (UK/propcom maikarfiProject) April 2017-Decmeber 2017*

### **A. Management of Project Finance**

- Supervise banking transactions of the project
- Manage petty cash with daily reconciliation.
- Book-keeping of the project impress account – draw checks, monitor repayment of advance, reconcile bank statements monthly against office accounts, and sign office impress account.
- Prepare monthly financial forecasts and reports to the Donors, provide original supporting documents on expenditure to the donor’s office, and maintain copies locally.
- Make payment of PAYE for office staff to the state tax authority based on PAYE payment schedule
- Provide financial oversight, including the maintenance and monitoring of the project budget.

### **B. Management of Funds in Support of Programme Implementation**

- Support staff with lead responsibility for implementation of specific programme activities in the communities, to calculate activity budgets (using the ‘standard unit costs’ spreadsheet in programme strategic planning framework)
- To implement and monitor all financial aspect of the projects ensuring compliance to financial procedure are adhered to.

### **Association of Orphan and Vulnerable Children of Nigeria (AONN) Bauchi State**

*Finance Officer (USAID/NEI+ Project)*

April 2016-Date

- Maintenance and monitoring of the project budget.
- Liaise between the organization and donors offices regarding all program financial matters and all internal or external audit requests, as needed.
- Process checks requests and requests for payments to vendors in compliance with contract requirements.
- Review and process invoices and in-field fee payments in accordance with Partner and the organization accounting procedures and contract policies.
- Manage personnel and payroll office staff and procedures.
- Participate in ongoing analysis, forecasting and review of project expenses.
- Draft quarterly and annual financial reports on financial status of project expenses and budget information to the organization for review and approval by the E.D
- Travel to field location(s) as necessary and provide oversight to field office financial systems and processes.
- Review and verify documentation and information are complete on close out activities..
- Perform other duties as requested by management.
- Review all ledger account reconciliations to include: bank statements, assets, liabilities and credit cards.

### **Association of Orphan and Vulnerable Children of Nigeria (AONN) Bauchi State**

*Finance Officer (USAID/STEER Project)*

February 2014 – June 2018

- Including the maintenance and monitoring of the project budget.
- Liaise between the organization and donors offices regarding all program financial matters and all internal or external audit requests, as needed.
- Process checks requests and requests for payments to vendors in compliance with contract requirements.
- Review and process invoices and in-field fee payments in accordance with Partner and the organization accounting procedures and contract policies.
- Manage personnel and payroll office staff and procedures.
- Participate in ongoing analysis, forecasting and review of project expenses.
- Draft quarterly and annual financial reports on financial status of project expenses and budget information to the organization for review and approval by the E.D.
- Prepare monthly field expense reports, and report monthly expenses to partner’s offices.
- Provide financial management and systems training for project staff.

- Travel to field location(s) as necessary and provide oversight to field office financial systems and processes.
- Review and verify documentation and information are complete on close out activities.
- Other duties as assigned by supervisor.
- Review all ledger account reconciliations to include: bank statements, assets, liabilities and credit cards.
- Oversee and ensure internal audit standards are met.
- Perform other duties as requested by management.

### **Association of Orphan and Vulnerable Children of Nigeria (AONN)**

**Accountant (USAID/T-SHIP Project)**

February 2013 – April 2014

- Reconciling all bank accounts, field operations work and reporting on all monthly.
- Analyzing current financial performance relative to previous years and re-aligning the organizations financial decisions as needed.
- Ensure proper compliance with procurement purchase procedures and policies
- Oversee and ensure the processing of payroll for all staff, administer employee files and records in order to ensure accurate payment of benefits and allowances
- Administer and monitor the day to day financial systems of the organization
- Maintain up to date bank and petty cash account transaction records and supporting documentations.
- Write checks and issue payments.
- Responsible for the supervision of the Account team and ensuring the daily, weekly and monthly tasks are completed accurately and timely
- Ensure all cash items are recorded and resolved daily; variance is resolved same day
- Review journal entries for appropriate supporting documentation, remarks, account and amount
- Prepare monthly bank reconciliations
- Prepare and review of financial statements and expenses of financial outsourced client organization
- Responsible for accounts receivable activities; invoicing, statements
- Prepare and review of financial statements and expenses
- Review all ledger account reconciliations to include: bank statements, assets, liabilities and credit cards.
- Oversee and ensure internal audit standards are met.
- Perform other duties as requested by management.
- Managing expenditures within budget.
- Attend external meetings if/when assigned by the organization.

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### **EDUCATION**

<b>The Federal Polytechnic Bauchi State</b>	2013 – 2015
<i>Higher National Diploma (HND) in Accounting and Finance (Upper Credit)</i>	
<b>The Federal Polytechnic Bauchi State</b>	2009 – 2011
National Diploma (ND) in Accounting and Finance (Upper Credit)	
<b>Command Day Secondary School, Rukuba Barrack Jos Plateau State</b>	2002 – 2008
Secondary School Certificate (NECO)	
<b>Army Children School II Rukuba Barrack Jos Plateau State</b>	1996 – 2002
First School Leaving Certificate (FSLC)	

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### **EXPERTISE**

- Planning, Implementation and Management of project budget.
- Proficient in Excel, Quick book, MS Word, Internet.
- Budget management

- Grant management.
- Resource Mobilization.
- Financial management.
- Good Administrative skill
- Fluency in communication
- Manage personnel and payroll office staff and procedures.

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### SKILLS

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- Community development
- Communication skill
- Team work
- Driving skill
- Creative and innovative
- Reliable under pressure
- Excellent interpersonal and leadership skills

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### TRAININGS

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- **USAID Rule and Regulations training** by Targeted High Impact Project (TSHIP) 2014 and Save the Children International(2017)
- **Budgeting Training:** Save the children Project (TSHIP) and FHI 360 (2017)
- **Financial Management Training:** Family Health International (FHI360) (2017)
- **Grant management Training:** Family Health International (2017)
- **Report Writing Training:** FHI360 and Save the Children international (2017)
- **Child Safeguarding Policies Training:** Save the Children International (2016)
- **Cost Share Principle Training:** Save the Children International (2015)
- **Resource Mobilization Training:** Save the children international and FHI 360 (Deliotte)(2015)
- **Business Plan Development Training:** Save the children international(2014)
- **Proposal Writing Training:** Save the children international(2014)
- **Community Mobilization and Outreach Training:** Family Health International (FHI360) (2014)
- **Advocacy Training:** Family Health International (FHI360) (2014)

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### REFEREES

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<b>Mr. Fredson Ogbeche</b>	<b>Daniel Konjo</b>	<b>Solomon Michael</b>
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