

Fatima Elhassan

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SUMMARY

Passionate and detail oriented Senior Accountant with 7 years of experience in financial analysis, budgeting, sub-grant management, treasury control, and compliance review. Demonstrated success in streamlining financial processes, implementing risk management strategies, and consistently achieving clean audit reports. Proficient in leveraging financial models and systems for efficient budgeting and forecasting.

PROFESSIONAL EXPERIENCE

Finance Manager

Mr Lawyer and Co. FZ LLC / Dubai, United Arab Emirates

September 2023 to Present

Website: <https://mrlawyerandco.com/>

- MIS reporting twice a month, month-end closing, profit and loss, fixed assets depreciation, prepayment schedules, accruals, etc.
- Managing bank accounts and reconciliation.
- Correspondence with clients, managing their funds in accounts with the firm for ongoing cases.
- Finalizing invoices to clients based on time spent and scope of work.
- Ensuring that the company maintains compliance with accounting legislation.
- Coordinating daily and monthly processing, reconciling, and closing.
- Forecasting, budgeting, financial modeling, and all management reporting.
- Supervising daily accounting activities, including payroll and billing processes.
- Reporting and filing VAT documents.
- Managing Accounts Payable and Account Receivables.
- Developing Accounting department procedures and improvements.
- Periodic review of major firm expenses and recommendations on cost-saving measures.
- Constructing and monitoring reliable control systems.
- Monitoring cash balances, cash needs, and forecasts.

Finance officer

Veterinaries Sans Frontières Germany / Khartoum, Sudan

06/2022– 08/2023

Website: <https://www.vsfg.org/who-we-are/>

Financial Management:

- Provide controllership function to ensure finances are managed according to policies & procedures.
- Prepare financial projections and budgets for the consortium project.
- Control costs and enforce adherence to the financial plan.
- Monitor overall liquidity and cash flow position.
- Provide timely advice to VSF G and consortium members on financial matters.
- Manage annual audits and project-specific audits.
- Ensure proper deductions and remittances.

- Set up and maintain budgets at the project, program, and consortium levels.
- Manage payments for goods and services.
- Manage financial accounting systems and represent VSFG within finance networks.
- Conduct financial reviews and assessments of VSF G field operations.
- Responsible for the financial assessment of partners and actively participate in donor liaison functions.

Financial Reporting:

- Prepare monthly, quarterly, annual, and ad-hoc financial reports.
- Ensure timely and accurate financial reports according to international standards and donor requirements.
- Monitor and provide information on project expenditure and donor reporting.

Risk and BN Management:

- Prevent financial loss through internal control systems.
- Ensure compliance with legal, regulatory, and audit requirements.
- Safeguard sensitive documents.
- Responsible for the management and security of Financial Accounting Systems.

Finance officer

International Medical corps / Khartoum, Sudan

04/2020 – 05/2022

Website: <https://internationalmedicalcorps.org/>

Grants/Projects Financial Reporting:

- Generate draft financial reports in line with donor requirements.
- Ensure financial reports meet accounting, legal, and contractual requirements.
- Prepare draft grants/projects budgets and budget narratives.
- Present and facilitate reviews of actual to budget expenditures.

Sub-Awards Management:

- Review sub-awards budgets/narratives for accuracy and compliance.
- Review sub-awards financial reports.
- Follow up on disbursement of funds to sub-awards.

Monthly Numbers:

- Participate in the preparation of monthly numbers.
- Review supporting documents of payment vouchers.
- Review project-specific monthly General Ledger to ensure accuracy.
- Assist in generating monthly accounts payables/accounts receivables analysis.

Finance assistant

International Medical corps / Khartoum, Sudan

09/2018 – 03/2020

Website: <https://internationalmedicalcorps.org/>

- Prepare cash payment vouchers and verify supporting documents.
- Code project expenses as per the general chart of accounts.
- Update Cash transaction Journal, balance sheets and perform monthly cash reconciliation.
- Ensure accurate staff salary payments.
- Prepare the monthly accounting reports
- Review and scan invoices with complete backup.
- Keep backups of monthly scanning in a secure environment.
- Assist in audit paperwork and schedules.
- Maintain finance archives and file indexing system.

Auditor assistant

National Audit Chamber / Khartoum, Sudan

09/2016 – 09/2017

Website: <http://www.audit.gov.sd>

- Played a key role in preparing and organizing audit documentation, resulting in a 25% faster audit completion time.
- Conducted comprehensive financial data analysis, ensuring 100% data accuracy.

EDUCATION

Master of Accounting and Finance

Sudan Academy for Banking and Financial Sciences / Khartoum, Sudan

January 2022 – Present

Bachelor of Accounting and Finance

Ahfad University for Women / Omdurman, Sudan

July 2010 – April 2016

COURSES

- Aloula for Financial & Accounting Studies CMA-P1 Preparation Course of Exam (110 HRS) | 03/2021 – 08/2021
- Global Connection ACCA International Financial Reporting (60 HRS) | 09/2020 – 11/2020

SKILLS

- **Software Tools:** Microsoft Excel, Microsoft Dynamics 365, SAP, Cognos, QuickBooks & Tally
- **Accounting Principles:** Attention to detail, Analytical and problem-solving, financial analysis and reporting
- **Communication:** Written and oral communication in Arabic & English
- **Technical Skills:** Expert
- **Accounting Proficiency:** Expert (GAAP,IFRS)
- **Language Proficiency:** Arabic : Native / English : Fluent

HIGHLIGHTS

- Strong knowledge of accounting principles and practices
- Proficiency in financial analysis and reporting
- Attention to detail with the ability to handle multiple tasks simultaneously.
- Ability to work with financial software and systems
- Proficiency with mathematics and computer skills
- Strong analytical and problem-solving skills
- Excellent organizational and time management skills
- Effective communication and interpersonal skills
- Ability to work independently and as part of a team
- Knowledge of financial regulations and compliance
- Proficiency in Microsoft Office, particularly Excel
- Ability to adapt to changing priorities and meet deadlines
- Strong ethics and integrity in handling financial information
- Ability to handle confidential information with discretion.
- Ability to work in a multi-cultural environment.