

Nino Papyan

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Summary of Qualifications

For more than 23 years I have worked for a number of International organizations and Georgian companies and gained vast and diverse practical expertise in all aspects of financial management and project/grant administration.

Possess more than 10 years of experience in overall management of a wide-scale and small-scale multi donor-funded projects, including overseeing administrative management, grant applications, subcontract proposals, selection processes, negotiations, and grant and subcontract final awards.

Enjoys over 20 years of solid practical experience in the field of financial management and control including diversified budget preparation and management, forecasting, financial reporting, analysis and interpretation of financial information.

I have worked on three long-term **USAID** Projects dealing with various issues of direct tax management and administration, grant/ financial management and administration.

Familiar with the various donors' grant reporting requirements and accountability procedures.

Employment History

Oct. 2014 –Present- Grants Manager

Deloitte Consulting Overseas Projects, USAID US\$ 19 mln Governing for Growth (G4G) Project

- Managing and coordinating US\$ 2.5 mln grants portfolio part of G4G contract;
- Works closely with the Program components to develop detailed specifications for Public-Private Dialogue and Economic development grants ;
- Prepare set of documentation and issues grant announcements, facilitate review and evaluation of grant application packages and final selection process;
- Conduct initial screening of received applications to ensure eligibility criteria are met ;
- Negotiate agreements with selected grantees and ensures that proposed project budget adheres to work plan and stated targets;
- Monitor projects implementation by reviewing progress reports, conducts site visits;
- Lead grants management seminars for various stakeholders and explains USAID/Deloitte policies and procedures related to managing grant funds and preparing reports;
- Compile financial documentation for Grants Close-out, Budget Amendments.

Nov. 2010 –Sept. 2014 – Finance Manager

Deloitte Consulting Overseas Projects, USAID US\$ 40 mln Economic Prosperity Initiative (EPI) Project

- Developed, implemented and managed effective and streamlined financial management system to enable smooth preparation of financial/grant/procurement functions of the US \$40 mln Program in compliance with USAID contractual obligations and Deloitte internal policies;
- Efficiently managed Program cash flow to ascertain financial sustainability of the Program;
- Provided management with timely financial information required for decision-making in planning future activities in line with the approved work plan, e.g.: monthly actual costs, accruals, cost forecasts;
- Ensured financial control and administration over all awarded sub-contracts/grants, monitored subcontractors /grantees activities against approved scope of works, prepared monthly subcontractors implementation report;
- Reviewed and verified all accounting documentation to ensure compliance with Deloitte requirements and Georgian Legislation;
- Participated in annual budget preparations for each project year, collaborated with Program components at activities planning stage; monitored budget compliance ;
- Managed preparation of the monthly financial reports for HO and tax returns to Georgian revenue service;

- Coordinated accountant in processing of daily financial transactions;
- Auditing and testing the new financial reporting system, identified shortfalls, suggested improvements;
- Closely cooperated with Program Financial Controller, Internal Auditors, Risk Management Team, Revenue Service, Bank ;
- Successfully carried out start up and close out operations during program launch and upon program closure.

Jul.2010– Nov. 2010 – Head of Finance and Administration

European Centre for Minority Issues

- Efficiently oversaw and coordinated financial, human resources, procurement and grants functions of the ECMI Caucasus office projects and sub-grant components;
- Reviewed and approved all contracts and agreements, including procurement of goods and services from local provider, assured compliance with donor contractual obligations and the ECMI HQ regulatory framework;
- Supervised accounting and operations support staff, delegated tasks, ensured day-to- management of ECMI accounting, finance and procurement and handling of programmatic activities;
- Assured timely processing of monthly accounts and preparation of financial reports to ECMI HQ and donors;
- Provided support to Regional Director and program staff in drafting grant application packages to external donors, facilitated implementation of financed projects activities;
- Coordinated monitoring of sub-grants implementation and timely reporting within ECMI small grants program;
- Participated in the proposal review and sub-grant award panel;
- Performed site visits to ensure successful implementation of the field activities, developed clear recommendations to Regional Director based on project implementation challenges.

Sept. 2006 –Jun. 2009-National Program Manager

Organization for Security and Co-operation in Europe (OSCE), Mission to Georgia

- In cooperation with the Int. Program Manager ensured overall financial and administrative management and control over implementation of the development projects portfolio under the € 8.7 mln multi-donor Economic Rehabilitation Program(ERP) in the Zone of Georgia-South Ossetia Conflict;
- Safeguarded and managed contributions from 21 donors, ensured efficient and proper allocation and utilization of funds by projects within the Program in compliance with donor requirements;
- Coordinated all Program related activities, liaised with finance, procurement, HR, Implementing Partners, Governmental Agencies, International Partner Organizations;
- Developed, monitored and administered Program EUR 800K operational budget, conducted budget variance analysis, carried out costs saving and costs reduction policy;
- Prepared forecast of cash inflows and projection of monthly/quarterly and annual expenditures to ensure reliable cash and/or cash deficit situations;
- Periodically provided management with analysis on Program funds status, contributed to the Program management by providing strategic and analytical advice;
- Worked with the Office of Internal Oversight and donor auditors on audit of grant documentation;
- Led Program Implementation Unit, delegated work to staff and guided them in handling day-to-day operational activities, participated in staff selection panel;
- Compiled financial reports on projects implementation for internal use (management, Office of Internal Oversight) and for external use (donors, external auditors);
- Screened and evaluated full set of submitted project documents in terms of compliance of financial and narrative parts, ensured projects meet the selection criteria and are in line with the Program objective;
- Reviewed grantees budget to ensure they are based on actual needs and reflect operational plans, carried out budgetary control and adjustment during the implementation;
- Monitored projects progress by conducting regular on-site visits, conducted coordination meetings with the implementing partners and Program Implementation Unit.

Oct. 2002 –Aug.2006-Senior Program Assistant

Organization for Security and Co-operation in Europe (OSCE), Mission to Georgia

- Oversaw program and financial aspects of the projects within the Mission Budgetary and Extra-Budgetary Programs;
- Supported Project Managers at all stages of project cycle management;
- Ensured timely financial disbursements and compliance with donor/OSCE financial requirements;
- Reviewed and validated the accuracy of incoming financial reports from grantees, verified that expenditure remain within the authorized budget and available allotments;
- Produced detailed budget and expenditure reports and cost forecasts on a regular basis ;
- Performed Mission internal control exercise, assessed the adequacy of the main financial and administrative systems and compliance with the OSCE budgetary and financial policies and procedures

May1999 – May 2002 – Direct Tax Analyst

Barents Group of KPMG Consulting, USAID Fiscal Reform Project

- Collected, analyzed, and reported on the fiscal, accounting, and banking systems and administration procedures
- Examined the mechanism and prepared reports on Social/Income tax and tax arrears collection, tax compliance, and administration
- Worked closely with the Ministry of Tax Revenue and State Tax Department on regular receipts and financial data analysis

Jan. 1997-Apr. 1999 - Finance Manager

Representation Office “Stimorol Caucasia”

- Implemented and monitored financial management procedures and internal control system in accordance with the company policy and Georgian statutory requirements;
- Budget management: created operating budgets, carried out quarterly budget review and costs adjustments;
- Compiled monthly and annual financial statements and internal management accounts to HQ in accordance with the IAS requirements;
- Prepared quarterly and annual balance sheet and income statement in accordance with the Georgian Tax Legislation;
- Cooperated with Suppliers, Georgian Tax Authorities, Internal Financial Controller, External Auditors;

Sept. 1991 – Dec.1996 –Deputy Chief Accountant Commercial Bank” Magistralbank”, Tbilisi, Georgia

Education

- The Association of Chartered Certified Accountants (ACCA)/ Professional Certification and International Licensing Program /Tbilisi, Georgia-Glasgow, UK -1999-2002
- Institute of Economics, Georgian Academy of Sciences/MS in Post graduate course “Economics, Management and Planning of Production”/Tbilisi, Georgia 1987–1991
- Tbilisi State University/ Department of Economics , Diploma with Honors in Economics /Tbilisi, Georgia 1982-1987

Professional Training

- Finance Training for USAID Contractors/ USAID Georgia/ Tbilisi, December 2014
- Emerging Markets Field Financial Management Training/ Deloitte LLP/Athens, Greece-March 2013
- Training Course on Project Cycle Management/Austrian Study Centre for Peace and Conflict Resolution/Stadts Chlaining, Austria-2008’
- Advanced Finance and Projects Handling Training/Vienna, Austria -2004, 2005 & 2006;
- Project Cycle Management Training/ PCM Group, Brussels and OSCE /Tbilisi, Georgia-2003, 2007
- Bank Training Program/Course at Graduate School of Management , University of California, Davis; Internship at the Borel Bank and Trust Department, California, USA-1995
- Management Training Program / European School of Management (ESM)/Tbilisi, Georgia-1995

Languages

- English- Fluent
- Georgian- Fluent
- Russian- Fluent

Computer Skills

- Accounting software packages: Oracle Financials (103 and 11i versions), Navision, Superfin.

References

- Kirk Ramer, Chief of Party, USAID New Economic Opportunities, kramer@georgiano.ge,
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- Lousa Namicheishvili, DCOP, USAID Support REAP, Country Director, CNFA-Georgia,
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