

## Harman Haini

Finance Manager/  
Analyst

## Contact

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## Language

Kurdish, Mother  
Tongue  
English, Excellent  
Arabic, Very Good

With over Twelve years of experience in finance, accounting, and operations, I bring a wealth of knowledge and expertise to any company. My career trajectory has been marked by significant achievements, particularly within the field of financial management and analyst data for international companies and non-governmental organizations (INGOs).

## Work History

2023-Mar **Finance Manager/ Budgeting and Reporting**

Present International Rescue Committee (IRC), Erbil, Iraq

### Team Leadership and Expertise:

- Managing and mentoring a team of eight finance professionals, ensuring optimal performance and adherence to best financial practices.
- Serving as the Subject Matter Expert for implementing and utilizing the Microsoft Dynamics Integra System, streamlining financial processes, and enhancing efficiency.

### Budget Management and Grant Proposals:

- Preparing the country annual/ forecasting operation budget for all Iraq funds and conducting analysis on the country office gap.
- Coordinated the development and revision of grant budget proposals, ensuring alignment with project goals.
- Maintaining and updating the internal budget template and ensure accuracy of proposal budgets covering all related costs.
- Preparing donor proposals and aligning financial needs with program objectives.
- Participating in budget realignment when needed for any grants, ensuring the process is prepared accurate.

### Financial Analyzing:

- Analyzing financial data to identify trends, variances, and opportunities for improvement.
- Creating financial models to simulate different scenarios and assess the potential impact on the company's finances.
- Evaluating investment opportunities and providing recommendations based on risk and return analysis.
- Examining costs and expenses to find ways to reduce costs and improve profitability.
- Ensuring that the organization complies with financial regulations and managing financial risks.
- Working with other departments to provide financial insights and support strategic initiatives.

**Financial Operations:**

- Leading the monthly closure of accounting books, meticulously reconciling accounts, and ensuring accurate financial statements.
- Lead the internal and external audit process, maintaining compliance with regulatory standards and identifying areas for improvement.
- Presenting comprehensive country Finance Scorecards using Power BI, providing actionable insights to senior management.
- Implementing rigorous quality control measures to prevent data entry and reporting errors.
- Conducting training sessions for field finance staff and partners, enhancing their financial acumen and compliance awareness.
- Collaborating with the accounting team to ensure all adjusting entries in the prepared reports are identified and communicated for appropriate action.

2021-Feb

**Regional Sr. Finance Officer/ Head of Finance- Iraq**

2023-Feb

Spark International Organization, Erbil, Iraq

**Ensured Compliance with Internal Controls and Policies:**

- Demonstrating adherence to Spark policies and procedures, maintaining a high standard of integrity and ethical conduct.
- Implementing and monitoring internal controls to safeguard financial processes and prevent fraud.
- Streamlining control processes and reporting structures, resulting in improved accuracy and efficiency.
- Producing comprehensive financial reports, providing valuable insights to the senior management team.

**Budget Development and Management:**

- Creating and managing project budgets and aligning financial resources with organizational goals.
- Conducting thorough analysis and research to inform budget holders and optimize resource allocation.
- Participating in budget realignment when needed for any grants, ensuring the process is prepared accurate.

**Strategic Spending Analysis and Partnerships:**

- Collaborated with cross-functional teams to analyze spending plans.
- Developed data-driven recommendations for process enhancements and cost savings.

**Leadership and Team Management:**

- Leading a team of three professionals within the Finance and Logistics Units.
- Fostering a collaborative and results-oriented work environment, ensuring team success.

- Supervising the execution of all logistics and supply chain operations, ensuring strict adherence to local regulations, donor guidelines, and Spark policies.
- Implementing and maintaining a robust asset-tracking system.
- Ensuring effective control over assets to prevent loss or misuse.

2020-Jun **Sr. Finance Officer/ Acting Finance Manager**

2021-Jan International Rescue Committee (IRC), Erbil, Iraq

#### **Finance Manager (Iraq and SYR XB)**

- Led a team of 12 skilled professionals across both Iraq and XB. and encompassed a wide range of financial and strategic functions, contributing to the organization's overall success.

#### **Financial Oversight and Approvals:**

- Reviewing payments and ensuring compliance with financial guidelines and regulations.
- Managing transactions and maintaining accuracy and efficiency.
- Diligently reviewed and adjusted country balance sheet accounts, maintaining financial integrity and transparency.

#### **Audit Leadership:**

- Leading internal and external audit processes, fostering effective communication and collaboration.
- Ensured compliance with audit requirements and facilitated smooth audit outcomes.

#### **Financial Reporting & Budget Development:**

- Preparing comprehensive Annual Financial Reports for the Kurdistan Regional Government (KRG) and the Iraq Government.
- Collaborating closely with the HQ office in New York on various projects, including financial projections and reporting.
- Working closely with Program leaders to develop budgets that aligned with organizational goals.
- Providing technical advice and support to field staff, ensuring the finance team is aware of all finance aspects.
- Leading the monthly end-closing process, meticulously reconciling books, and ensuring accuracy.
- Supervising the fiscal year-end closing and delivering comprehensive files to HQ in New York.

#### **Policy Advisory and Scorecard Presentation:**

- Advising senior management team on internal policy matters related to finance, Supply Chain, and program operations.
- Regularly presenting the country scorecard for Iraq, highlighting key financial metrics and performance indicators.

- 2019-Jun **Senior Finance Officer**
- 2020-May International Rescue Committee (IRC), Erbil, Iraq
- Managing a Finance team in Iraq & XB consists of 5 staff.  
Managing day-to-day work within the finance unit in the main office in Erbil.  
Providing technical financial support to the field offices, in Erbil, Baghdad, Duhok, Suly & NE Syria including field trips.  
Advising on policy and compliance-related issues to the Finance Manager.  
Participating in grant opening, review, and closing meetings.  
Participating in the proposal development process and financial reporting.  
Providing training to Finance and non-Finance Staff.  
Supervising Sub-Awards financials.
- 2017-May **Finance Officer**
- 2019-May International Rescue Committee (IRC), Erbil, Iraq
- 2015-Oct **Finance Assistant**
- 2017-Apr International Rescue Committee (IRC), Erbil, Iraq
- 2013-Jul **Finance Officer**
- 2015-Aug Game Digital Company, Erbil, KRG, Iraq

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## Education

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- Mar-2021 **Master's degree in accounting and finance (MSC)**
- Jun-2023 Cyprus International University- Nicosia, TRNC
- 2011-Sep **Bachelor's degree in accounting and finance**
- 2015- Jul Erbil Polytechnic University - Erbil, KR-I
- 2009-Sep **Diploma Degree in Accounting and Finance**
- 2011-Jul Erbil Technical Institute - Erbil, KR-I

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## Courses & Trainings

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Attending over 50 on side and online courses and training in Iraq, Turkey, and Thailand about financial management, financial analyst, ERP system, MS Office and advanced MS Excel.

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## Skills

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### Accounting and Finance:

- Proficient in financial analysis, reporting, and budget management.
- Skilled in ensuring compliance with accounting standards and regulations.

**Staff Management and Training:**

- Experienced in leading and mentoring teams, fostering productivity and growth.
- Trainer in staff training sessions to enhance skills and knowledge.

**Analytical skill**

- Able to interpret financial statements, perform ratio analysis, and understand financial metrics.
- Advanced skills in MS- Excel for financial modeling, data analysis, and creating complex spreadsheets.
- Strong skills in analyzing large datasets and using statistical tools.
- Able to evaluate complex information and make sound decisions.
- Precision in analyzing data and identifying discrepancies.
- Able to develop solutions to financial challenges.

**Donor Compliance and Grant Management:**

- Expertise in navigating complex donor requirements and ensuring adherence to funding guidelines.
- Managing grants from various international organizations.
- Specialized in overseeing sub-awards, maintaining transparency and accountability.
- Collaborative with sub-awardees to achieve project objectives.

**Budgeting and Reporting:**

- Proficient in creating and managing budgets, tracking expenditure, and preparing financial reports.
- Presented and concise financial information to stakeholders.

**Software Proficiency:**

- MS Office (ICDL): Advanced skills in Microsoft Office applications.
- ERP (Integra): Expertise in utilizing enterprise resource planning systems.
- Sun Accounting System: Proficient in managing financial data.
- Exact Online: Familiarity with cloud-based accounting software.