

PERSONAL
INFORMATION



Violeta Bordeniuc

Born: 08.01.1985



37360669624



violeta.bordeniuc@yahoo.com



WORK EXPERIENCE

June 2021- (present) Financial Manager ATIC/ Moldovan Association of Private ICT Companies

GENERAL RESPONSIBILITIES:

- Effective control and intended use of funds, acquired property used for implementation of a particular project and ATIC activities in general
- Ensuring correct distribution of funds between projects implemented by ATIC
- Timely and consistent updating of this Manual, in accordance with changes in ATIC activities and the legislation of Moldova
- Implementation of budget control, which ensures the distribution of funds in accordance with the intended purpose for projects and ATIC in general, as well as determines the analysis of deviations of real indicators from the planned ones
- Preparation and submission of financial reports to ATIC donors and partners in accordance with grant agreements
- Compliance with the internal control of ATIC financial resources and cash flows in accordance with approved budgets
- Maintain high ethical standards, avoiding any actual or perceived conflicts of interest;
- Work with human resources employees to secure candidates who will be an asset to the finance department
- Establish and implement a training program for new finance employees
- Supervision and approval of Group management control: planning, budgets, reporting.
- Providing budget support for departments during the annual budget process;
- Providing supporting schedules for annual audit

July 04, 2017-June 2021

Senior Accountant

GENERAL RESPONSIBILITIES:

Carry out the assignment as defined in the SOW.
Complete the final deliverables in a timely manner as defined below.
Conduct all business in a manner that respects local culture.
Maintain high ethical standards, avoiding any actual or perceived conflicts of interest.
Responsible for assisting with general accounting functions including:
Preparing and processing journal entries for month-end and year-end accruals and reconciling accounts to the supporting documentation;
Producing accurate financial reports for managers;
Providing budget support for departments during the annual budget process;
Providing supporting schedules for annual audit;

SPECIFIC RESPONSIBILITIES:

Responsible for all aspects of accounting for donor projects including --
Reviewing project submissions for accuracy and allowability, verifying foreign exchange rate calculations and recording expenditures into corporate accounting software;
Researching applicable laws, donor guidelines, and internal policies to determine allowability and reasonableness of project expenditures;
Producing periodic invoices and other forms per contract/donor specifications;
Reviewing detailed general ledger reports for accuracy, reasonableness and compliance;
Producing project-specific reports such as donor financial reports, management reports, and inventory schedules;
Processing and maintaining monthly allowance schedules for project employees;
Reconciling project advance accounts;
Developing and/or revising budgets for donor-funded activities according to donor requirements, internal financial policies and project managers' specifications;
Preparing project forecasts (life-of-project) to assist project management and for annual budget purposes.

01/04/2014-June 2017 Deputy Head of Finance

International Agency for Source Country Information, Chisinau (Moldova)

1) Implementation the policies and procedures in field of accounting

- 2) Ensure overall compliance to the organizations rules and regulations as well as the financial and reporting requirements of the EU, SDC and other grants, and, the laws of the Republic of Moldova with respect to all financial and administrative issues.
- 3) Helping to develop and implement an action plan for setting up appropriate and transparent finance, administrative and human resource systems.
- 4) Facilitate communication among project about financial issues, and provide training to staff with financial responsibilities, according to their needs; write related training manuals, and document lessons learned.
- 5) Maintain current standing with all mandated tax and registrations, including submission of payments and required reports.
- 6) Record all financial transactions in real time into a proper Expense Accounting System (double entry bookkeeping), and submit timely reports on a weekly basis.
- 7) Manage cash flow, including funds transferred from donors, local currency exchange, and petty cash.
- 8) Obtain authorization for and pay local costs, according to approved budget.
- 9) Apply internal systems for obtaining purchase approvals and use of assets ensuring the adequate application of internal controls.
- 10) Maintain thorough documentation of all field financial transactions in line with EU and other sponsors' grant regulations.
- 11) Ensure all paid invoices agree with supporting documentation, including price quotes, purchase orders and shipping receipts.
- 12) Ensure salaries and fees are paid in a timely manner, in accordance with contractual terms.
- 13) Estimating upcoming cash needs and accrue expenditures as appropriate (cash flow report).
- 14) Prepare interim and final reports, and ad-hoc financial reports as may be required as per local legislation, EU and SDC requirements.

01/07/2012–28/02/2014 **Senior Accountant**

ICS Baker Tilly Klitou and Partners SRL, Chisinau (Moldova)

- 1) Setting up of accounting and tax compliance functions
- 2) Analyse and monitor the results of the company's activity;
- 3) Analysed the bookkeeping of the company;
- 4) Researched the peculiarities of financial bookkeeping and of administration bookkeeping, appreciated the congenialities and the differences between they;
- 5) Preparation of accounting records in compliance with the applicable Moldavian accounting regulations (using PROVIDER's accounting system);
- 6) Preparation of compulsory accounting Registers;
- 7) Prepare monthly cash flow reports showing the monthly inflows and outflows of cash as well as the project information for the following month (managerial & budgeting report)
- 8) Submit weekly payment proposal to the senior management in

accordance with the project cash flow.

9) Preparation and submission of statistical and fiscal reports (monthly, quarterly, yearly)

a) Income statement of the paid salaries and income tax deducted from it - monthly.

b) Territory accomplishment fee- quarterly

c) Statement of computation, use and transfer of state social insurance contributions - quarterly

d) Medical insurance report - quarterly

f) Balance sheet - annual.

10) Records of disbursements made by local suppliers and non-residents (from outside the Republic of Moldova)

11) Preparation of the payroll statement, including computation of the social contributions and payroll taxes and submission to the Social Fund and the Moldovan tax authorities.

12) Record the revenue received for financial activities (grants).

13) Preparation of management accounts in accordance with the company's accounting policies, if applicable

14) Assistance for the implementation of the internal procedures and processes for operational compliance, financial, financial compliance and tax compliance

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Russian	C1	B2	B2		B1
English	C1	C1	B2	B2	B2
French	A2	B2	A2	A2	B1
Spanish	B1	B1	A2	A2	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

Common European Framework of Reference for Languages

Organisational / managerial skills

- good team-leading skills
- good organisational skill
- stress management
- work with many projects (14 projects managed during one year)
- worked with USAID funded project, EU Delegation, SIDA, GIZ, Slovakia etc

- Job-related skills**
- Knowledge of National Accounting Standards, Accounting law, Fiscal Code and Labour Code
 - 1c Accounting, SAP, Word, Excel, Power Point, Outlook
 - Ability to learn new things easily
 - Capacity to work with others as part of a team and on my own initiative
 - Responsibility
 - Driving license

- Experience in training**
- Training finance for non-finance for team - Tekwill, ATIC, Startup City Cahul, Inotek
 - Mentor in 2024 CNED - Global Cleantech Innovation Programme in Moldova (GCIP Moldova)
 - Mentor for entrepreneurs in finance 2023 - for EBRD Project

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Basic user	Basic user

Digital competences - Self-assessment grid