

BURLACU IVAN

FINANCIAL MANAGER

CONTACT INFO



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PROFILE

Experienced accountant with 26 years in the field, skilled in labor legislation and course development. Highly organized, professional, analytical, I am dedicated to providing effective solutions and promoting strong long-term relationships.

EDUCATIONAL AND OTHER QUALIFICATIONS

- 2018** Course "Development of Independent Thinking," trainer Nicolae Creţu
- 06/2018** Training "Financial reporting and accounting for NGOs", Contact ONG
- 2017** American Language Center (ALC), level B1-B2, Chisinau, Moldova
- 2015** Training of trainers, trainer Serghei Lisenco
- 2011** Training "Peculiarities of accounting and taxation NGOs", ACAP RM
- 2009** Training program in the field of labor relations and labor protection, Training Centre in labor relations, Chisinau
- 2007** "Models of sustainable of the school lunch program", International Development Partnership, Chisinau
- 2007** Course "Organizational development of ONG", trainer Gheorghe Caraseni
- 2005-2006** Training "Становление Социальной Личности", Kronin, Sfero, Russia
- 2004-2005** International Language Training Center (ILTC), level A1-B1, Business English
- 1994-1998** University of Humanitarian Studies, University Degree in Accounting & auditing, Qualification: Economist-Accountant, Chisinau, Moldova
- 1991-1994** Special Professional Technical School No.87, qualification Television Service Technician, Chisinau
- 1991-1990** Moldo - Italian Lyceum "Dante Alighieri", Physical-mathematical class

LANGUAGE SKILLS

Romanian



Russian



English



Italian



PUBLICATIONS

- 2017-2019** Co-author "Guide on the forms of self-employment organization for persons of interest who want to launch a business in the Republic of Moldova", in collaboration with UNHCR and OPENGOVINSTITUTE

SUMMARY OF EXPERIENCE

- Ensure accounting practices align with Moldovan Law of Accounting, National Accounting Standards, the Fiscal Code, and other relevant legislative acts and regulations. Preparing and presenting financial and fiscal reports.
- Organize and oversee the management of long-term assets, including acquisition, depreciation, and disposal processes, to maintain accurate asset valuations and compliance. Manage and perform regular audits of goods and materials stocks, ensuring accurate inventory records and efficient stock management.
- Administer accounts receivable and accounts payable functions, ensuring timely collection of debts and accurate processing of invoices.
- Conduct banking operations, including reconciling bank statements, managing cash transactions, and negotiating banking services to optimize financial operations.
- Calculate and process payroll, ensuring compliance with applicable laws and regulations, while maintaining accurate employee records and timely salary disbursement.
- Collaborate with hiring managers to develop job descriptions and facilitate the recruitment process to attract qualified candidates.
- Provide comprehensive documentary support for the legal management of the HR department, ensuring compliance with labor laws and organizational policies.
- Create and deliver comprehensive training workshops on financial management topics and labor legislation, tailored for various audiences.
- Present financial reports and analyses to donor organizations and stakeholders.
- To be up-to-date to the changes and additions to the local legislation and regulations.

EXPERIENCE - PROVIDED TRAININGS AND CONSULTANCY

HEKS - EPER Moldova

10/2023-11/2023

TRAINER

Tasks: Elaboration and delivery of a training workshop on the topic "Accounting Records within NGOs and Financial Management of Projects" for local NGOs

Association Motivation of Moldova

06/2018 – 08/2018

NATIONAL CONSULTANT

Tasks: Elaboration of business plans for 10 NGOs wishing to initiate entrepreneurial activity. Develop the training materials and deliver 4 trainings for accountants on entrepreneurship activity of NGOs.

United Nations High Commissioner for Refugees

01/2017 – 12/2017

EMPLOYER MEDIATOR AND CONSULTANT

Tasks: Responsible for direct assistance to PoCs seeking/capable for self-employment opportunities (vocational assessment, legal assistance from perspective of entrepreneurship, business idea assessment and support during implementation). Responsible for direct assistance to employers (pre-screening, refugee training, orientation, safety instruction, legal issues, subcontracting documentation, and problem solving issues).

OPENGOVINSTITUTE

01/2017 – 12/2017

TRAINER

Tasks: Elaboration and delivery of the training workshops on the topic "Career Guidance" for various audiences: refugees, specialists within the National Agency for Employment, and persons of interest who want to launch a business in the Republic of Moldova.

**United Nations High
Commissioner for Refugees**

05/2016 – 10/2016

NATIONAL CONSULTANT

Tasks: Assisting and consulting refugees from RM in developing entrepreneurship and self-employment, elaborating of the Business Plan.

**United Nations Development
Programme Moldova**

05/2016 – 07/2016

NATIONAL CONSULTANT

Tasks: Develop the training materials and deliver ToT trainings on entrepreneurship development and promotion for the SYSLAB team, based on available advanced models as follows:

1. Provide inputs into the Desk review of available entrepreneurship programs and best practices in Moldova for the Financial planning and management modules
2. Provide the proposed structure for the development of financial modules and validate such with the Team Leader and Project Management
3. Provide the developed specific and inter-linked presentations for financial modules (at least agenda; presentation slides with specific references and footnotes explanations on how the slides should be presented to the target groups; at least 1 business cases and 1 practical exercises per module; additional reading materials; assessment test)
4. Provide an intensive training for Project staff on the implementation of the modules as part of the Entrepreneurship Program and evaluate readiness of the staff for its implementation.

**United Nations Development
Programme Moldova**

10/2014 - 12/2014

NATIONAL CONSULTANT

Tasks: Develop the training materials and deliver ToT trainings on entrepreneurship development and promotion for the SYSLAB Rezina and Cahul team, based on available advanced models as follows:

1. Conduct a beneficiary needs assessment at the level of the SYSLAB Centers in Rezina and Cahul managing teams to fine-tune the list of specific topics to be covered by each module
2. Adapt the training curriculum, depending on the module and provide the target audiences with needed preparatory materials and readings in advance
3. Provide ToT training
4. Provide the final version of the integrated curriculum, containing all three proposed modules, respective syllabuses, business cases and exercises, list of recommended additional literature.

**United Nations Development
Programme Moldova**

01/2014 – 04/2014

NATIONAL CONSULTANT

Tasks: Develop the training materials and deliver ToT trainings on entrepreneurship development and promotion for the SYSLAB Chisinau Center team, based on available advanced models as follows:

1. Conduct a beneficiary need assessment to prepare modules C "Business financial management: optimization of costs and maximization of profits" and F "Taxation of SMEs. Case studies", as per attached TOR.
2. Develop training curriculum for modules C and F and one additional module on rapid profitability test for a start-up.
3. Provide ToTs to the staff of the Chisinau and Rezina SYSLAB Centres and modular trainings to SYSLAB Chisinau and Rezina final beneficiaries, depending on the current needs of the Centre, including modules C, F and the above-mentioned ad-hoc module.
4. Revise training curriculum and adjust it according to the collected feedback from the beneficiaries, submit all final training materials to the Project.

EXPERIENCE - FINANCE AND ACCOUNTING

Reproductive Health Training Center

04/2020 – 05/2023

FINANCIAL DIRECTOR

Financial management of projects:

1. „Inclusive and Accessible for All: A Multi-Component Approach to Advancing the Sexual and Reproductive Health and Rights of women and Girls with Disabilities”, financed by Embassy of Finland in Bucharest, 09.2021 – 02.2023, administered budget – 59000 EUR
2. „Improving access to inclusive and rights-based sexuality information: an arts-based approach”, financed by Swedish Institute, 09.2021 – 04.2023, administered budget – 773333 SEK
3. “Medical abortion via telemedicine for women and adolescents in rural Moldova: breaking barriers with technology, Telemedicine abortion for women and girls in rural Moldova, financed by Grand Challenges Canada, 09.2019 – 12.2021, administered budget – 164,546 CAD
4. “Bringing the WHO recommendations on safe abortion closer to women in countries of Eastern Europe and Central Asia by supporting the development of national clinical guidelines and protocols”, 01.2018 – 12.2021, financed by Safe Abortion Action Fund, administered budget – 180000 USD.

Innovative Solutions LTD

2008 – present

FINANCIAL DIRECTOR

Tasks: Performing accounting, financial management and providing documentary support for the legal management of the HR department for the following companies:

- field of production: Ecojucarii LTD, Arttec LTD, Biogenis LTD, Fresh&Green LTD, Mento Group LTD, Vegetal Org LTD
- field of service provision: Totoro LTD, CM Diagnostic-Proton LTD, Advance-Med SRL
- field of trade: Carthago LTD, Costfeli LTD, Osteomed M LTD, Prestigiu Inter LTD, Radma Group LTD, Monitoring Group LTD
- field of IT services: Creafire LTD, Mobiteam LTD, Createq Engineering LTD
- field of non-governmental organization: Society of Anaesthesiology-Reanimatology of RM, Medical Foundation “Valeriu Ghereg”, NGO “Prima”, “CMB”, organization “International Partnership for Development”, organization “Meridian TV”, organization “Uniunea Med Balcanica”, organization “Pro Comunicare”.

Association Motivation of Moldova

03/2019 – present

CHIEF ACCOUNTANT

Financial management of all projects and accounting services, including the most recent ones:

- Project: “Inclusion and Solidarity for Ukraine” 2024, budget 70000 EUR, Foundation de France
- Project: „Together for a life without violence,, 2024, budget 1344800 MDL, UN Women
- Project: “Solidarity with Ukraine”, 2023-2024, budget 1985255 MDL, MERCY CORPS
- Project: „Îmbunătățirea calității vieții persoanelor cu dizabilități prin abilitarea economică”, 01.2022–12.2022, administered budget – 1,344,825.00 MDL, IM Swedish Development Partner A.O.
- Project: “Immediate response to refugees with disabilities from Ukraine”, 05.2022–07.2022, administered budget – 970,000.00 MDL, SDC BIROUL DE COOPERARE AL ELVETIEI IN RM
- Project: “Addressing stigma and discrimination of women and girls with disabilities in Moldova. Building peace and resilient women, organizations and communities”, 11.2022–02.2023, administered budget – 319,226.00 MDL, financed by UNDP
- Project: “Accept your disability do not accept the violence”, 02.2022–12.2022, administered budget – 1,732,580.61 MDL, financed by UN Women
- Project: “Abilitare economică a persoanelor cu dizabilități prin angajare asistată”, 05.2022–03.2024, administered budget – 50,000.00 EUR, financed by WPHF
- Project: “Suport ethnic”, 08.2022–12.2022, budget – 50,000 EUR, EDF European Disability Forum
- “Improving the quality of life of persons with disabilities through economic empowerment” 01.2019 – 12.2019, administered budget – 1470000 MDL, financed by IM.

AO Asociația Directorilor Posturilor de Televiziune și Radio Independente din Moldova MERIDIAN **2012-2013** **FINANCIAL DIRECTOR**

Financial management of all projects and accounting services, including the projects:

- Project: "Free Press Unlimited "Canal Regional" – ways forward", 2012-2013
- Project: "Prevention and reduction of the phenomenon of discrimination through local TV and radio stations", 2012-2013, financed by Soros Foundation Moldova.

Medical Foundation of Moldova **2001-2008** **FINANCIAL DIRECTOR**

Financial management of all projects and accounting services, including the projects:

- Project: "Food for Progress 2001 – 2004, administered budget – 7.229.360 USD
- Project: "Global Food for Education Initiative", 2001 – 2003, administered budget – 8.346.612 USD
- Project: "Food for Education and Child Nutrition Program", 2003 – 2007, administered budget – 12.207.121 USD, McGovern-Dole Int.

International Development Partnership **2006-2009** **FINANCIAL DIRECTOR**

Financial management of all projects and accounting services, including the projects:

- Project: "Expansion and Strengthening of PTAs/Community Groups", administered budget – 85.260 EUR
- Project: "School Kitchen Repair", administered budget – 25.000 USD.

Joint Stock Company ARTIMA **1998 - 2001** **ACCOUNTANT-ECONOMIST**

Tasks:

06/1999 – 01/2000, Accountant and Intern Audit Department : economic analysis, formation of the cost and cost price of production, account of formation of the cost price of production, account of long term assets

07/1998 – 06/1999, Department of the economic analysis, planning, formation of cost and cost price: economic analysis, planning, formation of cost and cost price of production.

REFERENCE

Name: **Chesov Ion**

Designation: Director executiv

Organization: Fundația Medicală "Valeriu Ghereg", Society of Anaesthesiology-Reanimatology of RM

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Name: **Dr. Iapascurta Victor**

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Organization: International Partnership for Development

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Email: viapascurta@yahoo.com

Name: **Dr. Canariov Mihail**

Designation: Director

Organization: CM Diagnostic-Proton LTD

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