

## Curriculum Vitae

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**Education:** 2003-2005 – State Technical University, Financial Management, MA  
2001- 2003 – State University, English Language and Literature, MA  
1997-2001 – State Technical University, Information systems in Economics, BA  
1997-2001 – State University, English Language and Literature, BA

### Work Experience:

April 2014 – December 2019 - European Monitoring Mission to Georgia, position – Internal Auditor (Internal Oversight Officer)

The European Union Monitoring Mission (EUMM) in Georgia is a civilian mission led by the EU, under the European security and defense policy, established following the August 2008 conflict in Georgia, to monitor the six-point agreement of August 2008. The Mission's mandate consists of stabilisation, normalisation and confidence building, as well as reporting to the EU in order to inform European policy-making and thus contribute to the future EU engagement in the region.

#### Responsibilities:

- Define annual risk-based plan on the bases of which the bulk of internal audit activities are conducted; ad hoc audits may be added to the Annual Plan as necessary
- Examine whether resources are used efficiently and economically, achieving effective results in internal control, risk management and governance through legal and financial checks on sample of transactions and processes
- Review the measures taken to register assets in the mission's inventory and account their depreciation
- Verify the bank statements and verify the correctness of reconciliation
- Examine the reliability and integrity of information systems (financial management, accounting, procurement, contract management, human resources, inventory, logistics)
- Identify key controls and evaluate their efficiency and effectiveness
- Cooperate on Risk Management by identifying and mapping risks; designing and establishing risk mitigation systems along the mission's financial circuit with a view to improving compliance with financial control rules and standards
- Gather, process, analyze and appraise pertinent data to formulate an objective opinion on system performance
- Present findings and recommendations in the form of periodical reports as well as updates for Management Information System
- Produce Internal Audit Memoranda for senior management, including findings/observations and recommendations of internal audit, work with senior management and auditees on corrective actions, report on the implementation of corrective actions to senior management
- Draft Administrative Instructions and Standard Operational Procedures aimed at introducing corrective measures deemed necessary further to the external audit

November 2008 – April 2014 - European Monitoring Mission to Georgia, position – Accounting Officer

#### Responsibilities:

- Take part in the preparation of the Mission budget in accordance with regulations set by the European Commission
- Work with accounting and payment procedures
- Prepare payroll, calculate Daily Allowances for international staff members, working with close relations with HR department on staff members' arrivals or departures, with Transport Unit on deductions of private use of EUMM vehicles and IT Unit on deductions of private phone calls from the payments; execute the payment through local and Brussels bank accounts
- Prepare Pay Slips for International staff members
- Check Duty Travel Expenses for international staff according to the Mission Guide of EC and EUMM SOP on travel, based on the submitted hotel bills, boarding passes and other receipts; review semi-annual trip tickets and boarding passes and release the payments
- Reconcile personnel high risk insurance invoice from the insurance company with HR data on active employees
- Examine compliance of submitted invoices with the contractual terms signed with EUMM, the tax exemptions stipulated in the Tax Code of Georgia and different decrees issued by Ministry of Finance of Georgia.
- Execute the payments of invoices and contracts through the i-banking system via Banks in Georgia and Belgium, make intra transactions between the accounts of EUMM

- Maintain accounting software – Sage up-to-date, reconcile bank account statement, check supporting doc's and budget line
- Administer the imprest account system, provide cash advances, reconcile cash boxes with computer balance
- Process all bills and receipts, all payments from the cash box, collect original invoices from vendors
- Establish and maintain working contact and liaise with local banks and other suppliers
- Be a focal point for the Banks and the international staff members, consult the employees on banking products, inform the bank about newcomers and departing people, so that EUMM has no further financial liability for the latter
- Respond queries and advise Mission personnel and suppliers in the finance procedures and finance related matters
- Prepare finance-related documents for departing Mission Members
- Store all finance related documents in designated archive area

May 19-23, 2008 – OSCE/ODIHR, translator for short term observers in Stepantsminda region during parliamentary elections

January 3- 6, 2008 – OSCE/ODIHR, translator for short term observers in Ambrolauri/Racha during presidential elections

January 2007 - November 2008 – The Delegation of the European Union to Georgia, position – Accounting/  
Administrative Assistant (From February 2007-August 2007 – Acting Accountant)

The mandate of the EU delegation to Georgia include the promotion of the political and economic relations between Georgia and the European Union by maintaining extensive relations with governmental institutions and by increasing awareness of the EU, it's institutions and its programmes.

**Responsibilities:**

- Implement the financial and accounting procedures for administrative section
- Make budget revision on biannual basis for Georgian and Azerbaijan Delegations
- Keep track of the budget lines and make sure that credits are available, if not make credit request to the HQ Brussels
- Make legal as well as budgetary commitments for the Delegation
- Implement all tasks related to commitment and payment procedures in ABAC (Accrual Based Accounting System) as initiating agent
- Prepare payment requests & orders and financial files
- Make bank payments, conversions within different currency accounts and withdrawals
- Manage Delegation bank accounts & in the case of necessity ask for replenishment to HQ
- Make monthly (annual) closure of the accounts, bank & cash reconciliation, send reports to HQ
- Inventory update and follow up, management of ABAC assets
- Deal with the advances given to EU Special Envoy to Azerbaijan & allocate the expenses to appropriate budget lines

July 2004– January 2007 – The Delegation of the European Union to Georgia, position – Cashier

**Responsibilities:**

- Ensure timely and accurate payments of invoices
- Make bank transfer orders according to the contracts and invoices
- Make withdrawals and conversions of different currencies within the bank
- Make bank transactions for the Delegation in Armenia
- Check Delegation's cash and report on the balance
- Plan ahead and ensure constant presence of cash in the safe of USD, EUR and GEL
- Ensure monthly distribution of costs of private telephone calls/faxes, calculate private calls for each employee and ensure monthly collection of the respective amounts from the individuals
- Receive monthly reports submitted by the drivers; check vehicle consumption of fuel and log books for each of the Delegation car
- Ensure the presence of fuel coupons, report on the balance
- Check medical insurance claim form and invoices for employees, calculate payable amount and reimburse medical claims

October 2003-July 2004 - Unites Methodist Committee on Relief (UMCOR), position - Finance Manager

UMCOR is an international, non-governmental organization assisting Georgia in its transition period with relief to development programmes that improve livelihood, self-reliance, physical and mental well-being.

**Responsibilities:**

- Manage the daily cash box (petty cash) including disbursing funds and receiving receipts, tracking and adjusting account receivable and advances. Performing daily cash counts and weekly cash counts based on the balance maintained by the General Ledger
- Manage Bank Accounts, performing transfers, withdrawal of cash through cash delivery service, conversion of currency as required, tracking bank receipts. Reconcile Bank Statements with General Ledger and maintain banking file for all accounts

- Prepare Cash and Bank Payment Vouchers, Journal Vouchers, make allocations of expenses according to the approved budget; make entries into accounting programme AccPac on a regular basis
- Track all contracts to ensure that all documentation is in order and payments are made in time
- Maintain UMCOR/Georgia Tbilisi office General Ledger; compile programme wide ledger incorporating sub-office ledger(s) and Headquarter expenses
- Travel to Kutaisi to perform necessary cash and bank disbursements and to maintain tax and VAT returns. Maintain UMCOR/Georgia Kutaisi office General Ledger
- Maintain Tax and VAT returns on a regular basis, withhold payroll and other taxes and transfer Income and SS taxes to the State Budget. Keep track of the relevant tax legislation, interact with tax authorities
- Ensure proper financial compliance in grant management, accounting, and procurement procedures

March 2003 –October 2003 - Unites Methodist Committee on Relief (UMCOR), position – Office Manager

Responsibilities:

- Report on financial and administrative matters of the office to headquarters on monthly basis
- Maintain financial records for cash and bank payments, allocate expenses for different budget lines
- Procure office supplies and assets and maintain equipment
- Maintain and regular update the Capital Assets List, conduct inventory of the office and medical warehouse on quarterly basis; report on Assets, medicines and medical equipments
- Verify various field expenses like vehicle fuel, vehicle maintenance, communications etc. and bill employees for personal bills
- Maintain and update vehicle maintenance and fuel consumption forms on a monthly basis
- Maintain payroll and transfer local staff salaries
- Make sure that applicable taxes are transferred to Tax Department on time
- Submit tax declaration forms to tax inspection on a monthly basis
- Keep track of contractual payments
- Assist Head Office in working on Data Base
- Keep track of personal files for local staff
- Maintain time sheets for local staff and handle employee requests for leave times

February 2003 - March 2003 - United Methodists Committee on Relief (UMCOR), Medical programme, position –Interpreter

The purpose of Medical Programme was to strengthen health care facilities management, improve delivery of health care services, enhance knowledge of health providers, and increase public awareness concerning health care issues.

Responsibilities:

- Assist volunteer doctor with carrying out his duties in the village ambulatories
- Interpret from Georgian into English and vice versa for foreign doctor and vulnerable patients
- Help in promotion of tolerance and understanding of different cultures
- Assist foreign expert with the delivery of training for local physicians and nurses
- Accompany volunteer doctor to the site visits to ambulatory clinics and central polyclinics of the district

August 2001 – December 2002 - TACIS, programme of Development of Local and Regional Government in Georgia, position – Translator/Interpreter

The purpose of the programme was to support the development and functioning of local and regional government and self-government through the expertise of foreign and local specialists. Giving technical assistance to governmental bodies and the design of indicative projects with specific budgets in various fields.

Responsibilities:

- Translate economic development proposals and legislative acts
- Interpret at formal meetings, seminars, conferences
- Composition of correspondence
- Work with programme manager on coordination issues

November 2001 – July 2002 – United Methodists Committee on Relief (UMCOR), Community Agricultural Project (CAP), position – Administrative Assistant

The purpose of CAP was to reduce human suffering in targeted communities through an integrated project that empowers local communities while increasing resources for food production.

Responsibilities:

- Provide administrative and financial support for project staff
- Assist CAP staff with community mobilization
- Assist CAP director in monitoring project implementation
- Assist expat and local experts in conducting inquiries and surveys in different communities
- Provide support required by project subcontractors

- Work with Finance Manager on expense and procurement issues
- Calculate travel expenses for different field visits in the communities
- Attend weekly CAP staff meetings, draft correspondence
- Prepare and translate written materials for the project
- Provide oral translation in both the office and in the field
- Organise and maintain all project files
- Maintain statistical database for the project in SPSS
- Other duties as assigned by CAP Director or Head of Mission

June 2001 – November 2001 – International Rescue Committee (IRC), Business Incubator (BI) programme, position – Translator/Office Assistant

The purpose of the Business Incubator project was the development of nascent businesses in a nurturing environment supported by business consultation and training in an effort to reduce their operational costs and office services.

**Responsibilities:**

- Carry out general office work
- Procure different supplies for office
- Collect bids for assets procurement
- Maintain petty cash
- Consult on application completion for participation in in-house activities
- Register received business applications
- Involve applications in admission evaluation procedures conducted by admission review panel
- Assist in-house businesses in business plan completion
- Receive reports (narrative, benchmark forms, financial) from in-house businesses
- Participate in the design of strategic planning
- Draft correspondence for donor organizations
- Assist the BI program staff and visitors in their communications at meetings
- Translate document as needed in English, Georgian and Russian languages
- Assist the office staff in carrying out assignments given by supervisor

**Trainings:**

1. Application of International Public Sector Accounting Standards- EC Brussels, Belgium (September 2007)
2. Accrual Based Accounting System (ABAC) - EC Brussels, Belgium (October 2007)
3. Expenditure Life Cycle: Introduction to Financial Management - EC Brussels, Belgium (June 2008)
4. ABAC Contracts - EC Brussels, Belgium (June 2008)
5. Basic Principles of Company Accountancy - EC Brussels, Belgium (June 2008)
6. Sage training – Trigon Antwerp, Belgium (May 2012)
7. Microsoft Project Training – IT Knowledge, Tbilisi, Georgia
8. Training on Mission Administration & Support – ENTRi, Brussels, Belgium (April 2014)
9. Training in Internal Auditing – London Corporate Training Centre, London, UK (November 2014)
10. Training on Procurement and Grant Procedures for EC External Actions – EC Brussels, Belgium (September 2015)
11. Training on Procurement and Grant Procedures advance course – Tbilisi, MDF Training consultancy from Brussels (November 2018)

**Languages:**

Georgian  
English  
Russian

**Computer skills:**

MS-DOS, Word, Excel, Power Point, Photoshop, SPSS, ACCPAC, ABAC, SAGE, Visio, Internet

**Driver License:**

Category B