

Genofeva Michael Buxay

Executive MBA | Chartered Accountant

P.O. BOX 1212, Mwanza, Tanzania
E: buxaygenofeva@yahoo.com

M: +255 768 651 111
[linkedin.com/in/genofeva-buxay](https://www.linkedin.com/in/genofeva-buxay)

GLOBAL FINANCIAL CONTROLLER

Driving Financial Integrity, Grant Accountability & Donor Compliance Across Complex Multi-Country Programs

EXECUTIVE SNAPSHOT:

Strategic and compliance-driven finance executive with over **15 years** of experience in **donor-funded financial management, grants oversight, and full-cycle accounting** within NGOs, public health, and international development. Adept at managing **multi-million-dollar USAID-funded projects**, driving **process automation**, delivering **zero-error audits**, and mentoring cross-border finance teams. Proficient in Oracle, QuickBooks, ISMS, and RAMS. Recognized for streamlining mobile disbursements, driving financial reporting accuracy, and leading successful transitions for start-ups and close-outs. Sector experience spans **healthcare and not-for-profit across East Africa**.

CORE SKILLS & COMPETENCIES:

- Donor-Funded Financial Management (USAID, PMI)
- Financial Compliance & Reporting (IFRS/GAAP)
- Grant Budgeting & Disbursement Oversight
- Internal Controls, Audit Readiness & Risk Mitigation
- Project Start-Up, Transition & Close-Out
- Capacity Building & Team Leadership
- ERP & Accounting Systems (Oracle, QuickBooks, ISMS, RAMS)
- Strategic Financial Planning & Forecasting
- Taxation & Regulatory Compliance
- Payroll Management & E-Banking Platforms
- Stakeholder Engagement & Partnership Development
- Audit Coordination & Management

PROFESSIONAL EXPERIENCE

Abt Global | Remote – Global Portfolio

INTERNATIONAL ACCOUNTING MANAGER

May 2023 – Apr 2025

Role Overview: Led global accounting functions and financial compliance activities across Abt's international project portfolio. Specifically, directed international accounting operations and donor compliance oversight for a diverse portfolio of **USAID-funded projects across 40+ countries**. Led financial systems integration, multi-country report validation, training, and project close-out planning, while supporting audits and regulatory filings in line with USG requirements. Operated as a remote global finance lead reporting into HQ, with indirect supervisory responsibility for in-country finance teams.

Key Contributions:

Budgeting & Project Lifecycle Oversight:

- Led project budgeting efforts for **start-up, implementation, and close-out phases**, including preparing final financial closure budgets and **asset disposal frameworks** across 12+ expiring grants.
- Supported in-country finance teams to align field budgets with approved cost categories and HQ forecasts, reducing over- and under-spending risks.
- Tracked budget burn rates against implementation milestones, issuing variance alerts and reforecast recommendations to Chiefs of Party and program leads.

Systems Automation & Process Optimization:

- Implemented automation of financial data flows from **QuickBooks to Oracle**, significantly reducing manual uploads and reconciling entries across systems.
- Facilitated upgrades to disbursement and reporting workflows, cutting monthly financial package compilation time from **4 days to 1.5 days** on average.
- Collaborated with IT to embed multi-level approval routing in Oracle, ensuring secure, audit-ready financial processing.

Financial Compliance & Donor Reporting:

- Conducted **weekly reviews and reconciliations of Remote Office Vouchers (ROVs)** submitted by 40+ project countries, validating accuracy before uploading transactions into Oracle; eliminated processing delays and improved reporting timeliness.
- Ensured 100% USAID financial compliance across all international reporting cycles, contributing to **zero audit flags or questioned costs** during the 2024 internal and external audits.
- Partnered with HQ's USG compliance, tax, and audit teams to align field reporting with federal guidelines, proactively resolving discrepancies ahead of donor deadlines.

Training, Capacity Building & Local Ownership:

- Designed and delivered hands-on training workshops for **30+ site accountants and HQ staff** on Oracle Cloud, QuickBooks, and ISMS, enhancing financial ownership and reducing data quality errors.
- Offered one-on-one coaching and technical support to field teams across East, West, and Southern Africa, increasing self-sufficiency and reducing HQ escalations.
- Standardized monthly checklist tools and SOPs, improving consistency in reconciliation practices and compliance documentation.

Cross-Functional Oversight & Stakeholder Coordination:

- Supervised indirectly a decentralized network of 40+ country-level accountants, contributing to their annual performance feedback and ensuring adherence to global accounting standards.
- Served as a **critical liaison between site offices, Chiefs of Party, HQ finance, government regulatory bodies, and donor reps**, ensuring clear communication and timely issue resolution across multiple time zones.
- Delivered technical finance briefings to non-finance stakeholders—including Program Directors and MEL teams—to ensure common understanding of compliance implications and budget restrictions.

Abt Associates Inc. | Mwanza, Tanzania

ADMIN MANAGER / FINANCE OFFICER – PMI VectorLink Project

Jul 2018 – Apr 2023

Role Overview: *Managed strategic financial operations, budgeting, payroll, and donor compliance processes for the USAID-funded PMI VectorLink Project, with direct oversight of disbursements totaling over **\$20M+** across Tanzania's malaria prevention initiatives. Ensured sound financial management practices, enhanced process efficiency, and optimized digital payment systems.*

Key Contributions:

Financial Planning, Budgeting & Cost Control:

- **Developed and managed annual and monthly budgets totaling \$4M+ per year**, aligning with USAID's malaria prevention activity workplans; achieved a **>95% budget utilization rate** while maintaining strict adherence to donor cost principles.
- Created and implemented a **budget tracking dashboard** that allowed real-time comparison of planned vs. actual expenditures across 10+ sub-activities, enabling rapid course correction and avoiding overspend.
- Issued monthly budget utilization reports to technical teams, reducing budget variance incidents by **over 30%** year-on-year.

Payments & Disbursement Management:

- Oversaw end-to-end execution of payments through **E-banking and Vodacom M-PESA**, disbursing monthly payments to over **1,000+ field staff and vendors** during peak IRS campaign seasons; reduced average disbursement turnaround time from **3 days to under 6 hours**.
- Instituted a **mobile payment verification system**, validating over **12,000 individual M-PESA transactions** annually by cross-referencing registered numbers, reducing failed or rejected payments by **98%**.
- Managed dual-currency bank accounts (USD & TZS), ensuring adequate liquidity for payroll, procurement, and daily operations, while maintaining 100% bank reconciliation compliance.

Payroll Management & Statutory Compliance:

- Coordinated payroll processing for a team of 80+ staff, ensuring timely salary payments and accurate calculation of bonuses and deductions across field and HQ-based teams.
- Ensured full compliance with Tanzanian tax regulations, filing statutory deductions (PAYE, NSSF, Skills Levy) on time every month, avoiding any penalties or legal delays during audits.

Financial Reporting, Systems & Audit Preparedness:

- Reviewed and submitted monthly financial reports with **zero late submissions across 5 consecutive project years**, enabling smooth and timely consolidation by the home office.
- Posted all financial transactions into **QuickBooks** and uploaded supporting documentation into the **ISMS** platform, maintaining a clean audit trail.
- Prepared and submitted **comprehensive audit packs** (bank recs, cash books, aging reports, advance clearance, transaction backups), contributing to **multiple successful USAID audits with no material findings**.

Stakeholder Collaboration & Capacity Strengthening:

- Served as the finance liaison to **banks, sub-grantees, government agencies, and USAID teams**, fostering high-trust relationships and ensuring full alignment with both local and donor compliance frameworks.
- Conducted **monthly coaching sessions** for junior finance staff and non-finance program staff to build their budgeting and compliance capacity, reducing internal report correction requests significantly.

Abt Associates Inc. | Mwanza, Tanzania

FINANCE & ADMINISTRATION MANAGER – Africa Indoor Residual Spray (AIRS) Project

Jul 2017 – Jun 2018

Role Overview: Led full-spectrum financial, procurement, and administrative functions for the USAID-funded AIRS Project in Tanzania, overseeing a **\$11M+ budget** supporting malaria prevention campaigns. Ensured real-time budget tracking, procurement compliance, and accurate reporting in line with USAID regulations and internal audit standards.

Key Contributions:

Financial Management, Budgeting & Forecasting:

- Oversaw **monthly budget tracking and forecasting** aligned to seasonal IRS campaign needs, ensuring consistent alignment with donor-approved work plans.
- Produced detailed financial reports, forecasts, and cash flow projections for internal planning and quarterly USAID reviews, enabling data-driven adjustments.
- Achieved **100% budget accountability across all project cost centers**, with no disallowed costs or unexplained variances in the 2018 cycle.
- Coordinated work plan-driven budgeting, issuing variance alerts to program leads and improving expenditure predictability.

Financial Reporting & Internal Controls:

- Monitored **QuickBooks and Quicken entries**, ensuring timely classification and clearing of all transactions before monthly closing; **eliminated recurring “uncategorized” entries** that previously disrupted reporting cycles.
- Led **bank reconciliations, advance aging analysis, WAFX, petty cash counts, and payroll processing**, ensuring accuracy across all line items.
- Uploaded complete monthly financial reports—ROV packages, vehicle logs, and reconciliation statements—to **ISMS and FTP platforms**, maintaining a consistent audit-ready repository.
- Enhanced internal control procedures by introducing documentation checklists and review steps, which **reduced financial errors and corrections** required post-submission.

Procurement Oversight & Risk Mitigation:

- Acted as **internal auditor on procurement activities**, reviewing all RFQs, vendor selection memos, purchase justifications, and POs for accuracy and USAID compliance.
- Participated in quote evaluations and procurement committee decisions, ensuring transparency and defensible supplier selection.
- Flagged and prevented potential cost misallocations by instituting a **dual-review system** for purchase requisitions, contributing to a **~\$120K cost avoidance** through vendor re-evaluation and alignment with budget ceilings.

Stakeholder Engagement & Strategic Advisory:

- Interfaced directly with **USAID mission staff, Abt Home Office**, and local banks, sharing real-time financial insights during routine partner meetings and grant performance reviews.
- Advised Chiefs of Party and technical leads on budget allocations and cost center spending patterns, strengthening decision-making for IRS campaign delivery.
- Coordinated with external auditors and regulatory reviewers to ensure pre-audit readiness, resulting in **zero audit queries or non-conformities**.

People Management & Operational Leadership:

- Supervised a cross-functional admin and finance team comprising the **Procurement Manager, Office Manager, and IT Manager**, ensuring seamless integration of finance, logistics, and administrative functions.
- Streamlined team workflows and cross-training, which enhanced operational resilience during peak IRS campaign seasons.

Abt Associates Inc. | Mwanza, Tanzania

FINANCE & ADMINISTRATION ASSISTANT – Africa Indoor Residual Spray (AIRS) Project Oct 2015 – Jun 2017

Role Overview: *Provided daily operational and financial support to the finance and administration unit of a large-scale USAID-funded IRS malaria prevention program. Ensured accurate payroll processing, vendor payments, and reconciliation of activity-related advances.*

Key Contributions:

Payment Processing & Mobile Disbursements:

- Managed **M-PESA mobile payments** to 1,500+ seasonal spray operators during IRS campaigns, verifying phone numbers and national IDs to ensure accurate, real-time disbursements; reduced payment turnaround time from **5–7 days to under 6 hours**.
- Initiated online bank transactions for vendors and staff, ensuring **100% adherence to authorization protocols** and reducing payment rejection rates.

Expense Reconciliation & Financial Documentation:

- Coordinated **review and reconciliation of staff travel advances** with expense reports, facilitating accurate retirement and avoiding duplication across activities.
- Compiled full **ROV (Remote Office Voucher) financial packages**, including hard copy documentation, transaction logs, and reconciliations; ensured audit readiness by maintaining physical and digital archives.
- Processed payroll calculations and validated statutory deductions for submission to government authorities, contributing to **zero late filing penalties over two fiscal years**.

Statutory Compliance & Records Management:

- Prepared and submitted monthly PAYE, pension, and skills levy deductions to relevant government agencies, maintaining 100% regulatory compliance.
- Supported **monthly financial reporting** by entering data into QuickBooks and uploading verified documentation into the **ISMS** portal.

Operational Support & Team Coordination:

- Assisted drivers and field-based teams in completing travel advances, timesheets, and expense reports, ensuring all documentation was compliant and submitted before payroll processing deadlines.
- Monitored petty cash disbursements and replenishment cycles; reconciled balances and supported finance team in field expense planning.

Research Triangle Institute (RTI International) | Mwanza, Tanzania

FINANCE ASSISTANT Nov 2012 – Aug 2015

Role Overview: *Supported financial operations and sub-grantee monitoring for the USAID malaria program across multiple zones, including budgeting, travel advance tracking, and seasonal worker payments.*

Key Contributions:

Budget Planning & Partner Disbursement Tracking:

- Supported the preparation, disbursement, and liquidation of partner budgets for **NIMR, NMCP, ZAMEP, and Geita Gold Mines**, tracking utilization and ensuring timely submission of retirement reports.
- Monitored partner expenditures against budget ceilings, flagged inconsistencies, and ensured alignment with donor rules, supporting **100% quarterly reporting compliance**.

Travel & Advance Management:

- Reviewed and reconciled staff travel advances using QuickBooks and paper-based TERs; initiated automated reminders and tracked outstanding balances, **recovering overdue advances within 30-day donor-mandated limits.**
- Maintained daily and bi-weekly travel tracking dashboards, providing real-time updates to the Director of Finance and Administration (DFA).

Payroll Transformation & Payment Efficiency:

- Piloted and rolled out **M-PESA-based payments** for IRS seasonal workers across zonal sites, replacing manual bank-based disbursements; reduced payout turnaround time from **2 weeks to under 24 hours**, improving worker satisfaction and program efficiency.
- Worked with field managers to ensure mobile registration of 5,000+ spray operators ahead of each campaign cycle.

Ledger Management & Year-End Closure:

- Maintained zonal ledgers, reconciled petty cash, fuel usage, and imprest accounts; supported zonal financial book closure during year-end audits and donor reviews.
- Contributed to improved audit readiness and year-end zone-level financial clearance with **zero significant observations** across two years.

EARLIER EXPERIENCE

ADMINISTRATIVE PROGRAM ASSISTANT

Apr 2011 – Oct 2012

RTI International | Dar es Salaam, Tanzania

- Provided administrative and logistical support to the national finance and administrative coordination team during the IRS campaign rollout in Tanzania.

FINANCE & ADMIN ASSISTANT CONSULTANT

Apr 2010 – Mar 2011

RTI International | Dar es Salaam, Tanzania

- Supported financial and administrative functions during the initial scale-up phase of IRS operations, ensuring proper documentation and vendor payment processing.

EDUCATION

Executive MBA, Eastern and Southern Africa Management Institute (ESAMI), 2021

Advanced Diploma in Accountancy, Institute of Finance Management (IFM), 2009

CERTIFICATIONS & AFFILIATIONS

- Registered Member, **National Board of Accountants and Auditors (NBAA)**, Tanzania
- Trained in **USAID Rules, Regulations, and Compliance Management**

ADDITIONAL INFORMATION

Languages: English, Swahili | **Nationality:** Tanzanian