

Name: HOUNKANLI Kodjo Démagna	
Title: Finance Professional	
Nationality: Togolese	
Country of Residence: Togo	
Home office: UXXIOS Boulevard de la Republique Immeuble Tanasa o6 BP 6481 Abidjan o6 Cote d'Ivoire	

Professional qualifications:

- Diploma of Financial and Accounting Studies (French State Diploma)
- University Diploma of Technology (D.U.T.) option Finance-Accounting, at the University of Lomé Togo (IUT of Management)
- Baccalaureate G2 (Accounting Technics) at the Lycée Technique de Lomé-Togo
- Certificate of Professional Aptitude accounting assistant (CAP.AC) at the Lycée Technique de Lomé-Togo
- Certificate of Professional Study Accountant-Mecanographer (BEP.CM) at the Technical High School of Lomé-Togo

Language skills:

Language	Reading	Speaking	Writing
French	Native	Native	Native
English	Intermediate	Intermediate	Intermediate

Professional experience:

Kodjo HOUNKANLI has more than 25 years of experience in the not-for-profit sector, with core expertise in accounting and financial management. Since the beginning of his career, he has been working with many international donors such as the Global Fund, UNDP, World Bank, BOAD, CARE, etc.

His experience includes 7 years of PR-ship of Global Fund grants implemented by Population Service International (PSI) Togo, successively as Finance and accounting Manager and Finance and Accounting Director.

In his latest position as Administrative and Finance Director of the NGO “Entreprises, Territoires et Développement” (ETD) covering both Togo and Benin, he led the department and a finance and accounting team composed of several staff. His responsibilities include oversight of the overall finance and accounting function, setting up procedures and supervising and coaching staff.

In addition to his experience and knowledge in the finance and accounting area, Kodjo has also gained a good understanding of the specificities of donor financed projects, with good abilities to look beyond the finance and accounting aspects. His top management position within his current position allows him to have a broader perspective on the grant management, including programmatic and operational issues management.

Kodjo has good management and leadership skills. Throughout his long career, he has managed and coordinated several teams. He also has good skills in digital solutions development. Specifically, he has developed mobile applications hosted in the Apple app store and the Google playstore, which highlights his solution-oriented mindset.

Key achievements

- Development of the mobile management application "Master Business Software" on App store
- Development of the mobile management application "Family Business Software" on plays store
- International patent application PCT/OA2016/0004 “Management process through photo taking for data input and visual recognition for data output”
- April 2020: Implementation of a computerized manual for the financial and accounting management of the International Alliance for Research and Development (AIDR), organization network of southern and northern society (25 organizations)
- September 2020: Implementation and training on the administrative, financial, accounting and control management manual of the "Association Femmes Amazones Zens (AFAZ)", funded by FHI360
- April 2015: Training of about fifteen communities (town halls) in the implementation of procedures for the financial management of partner
- December 2013: Training of two (200) national volunteer managers in the implementation of management tools and procedures
- July 2005 March 2012: Implementation of fully digital accounting and administration at PSI Togo

- July 2005 to February April 2012: Implementation and training on administrative, financial, accounting and control procedures and the computerized accounting system with the QUICKBOOKS software with Civil Society Organizations: ACSET, AIDE, ASDEB, ASMENE, ARC EN CIEL, CREMA, AJA, SILD, ODIAE, HUMAN DIMENSION, BUILDING TOGETHER, RADAR, COMINTES Togo, AVOCH.

January 2023 to date: PwC and UXXIOS: Finance Professional in Togo LFA Team – Leader of GAVI AP team

In these positions, Kodjo has conducted various financial assignments, such as Budget Review, Reprogramming, Progress Reports, Financial closure Reports, Cofinancing review, trainings, expenditures reviews, procurement and tenders review, etc,

- **Since January 2023: FP in the LFA team for Togo (UXXIOS, since March 2025)**
 - ✓ PUDR expenditure review, 2023, 2024
 - ✓ Co-financing expenditure reviews
 - ✓ Spot check of PR, C19RM, and sub-grantee expenditures
 - ✓ Review of GC7 grant budgets (HIV, Malaria, Tuberculosis)
- **February 2023: Mission to Niger on behalf of Gavi, monitoring expenditures and COVAX 5 budget monitoring**
- **June 2023, May 2024, and June 2025 : Performance analysis of the World Cup Fiscal Agent in the DRC (UXXIOS, since March 2025)**
 - ✓ Analysis of implemented procedures (administrative, financial, accounting, and control procedures)
 - ✓ System analysis of achievement
 - ✓ Analysis of various control tools
 - ✓ Analysis of the DPS support system
 - ✓ Analysis of the financial and accounting management system
- **October 2023 to date, Gavi Team Leader for monitoring the management of the CCI-RSS in Togo (UXXIOS, since March 2025)**
 - ✓ General review of all management tools
 - ✓ Support for the decentralization of Tom2pro to the regional and health district levels (48 sites)
 - ✓ Strengthening the capacities of accounting managers and auditors at the Ministry of Health
 - ✓ Review of various budgets before submission to Gavi
 - ✓ Review of various financial reports

March 2012 to december 2022– Administrative and Financial Director – NGO Entreprises, Territoires et Développement (ETD), Togo and Benin

At this position, he is responsible for the overall coordination of the accounting and finance department. He leads a team composed of 10 staff (1 chief accountant, 3 accountants, 01 administrative assistant and 5 drivers). Specifically, his duties include the following:

- Overall coordination of the finance and accounting department.
- Supervision, coaching and review of the finance and accounting team.
- Conduct of negotiations for new partnerships
- Coordinate the computerization of programmatic and monitoring activities.
- Coordinate the development of the annual budget and new programs and their monitoring.
- Accounting, financial, administrative, logistics and purchasing supervision operations.
- Finalize donor financial reports (PPLM, French Development Agency, European Union, Ministries of Agriculture, World Bank, IFAD);
- Ensure cash management;
- Issue periodic financial reports;
- Facilitate the conduct of internal and external audit operations;
- Ensure the implementation of audit recommendations.

From May 2011 to February 2012 – Administrative and Financial Director – PSI Togo - GF grants PR.

At this position, he was in charge of :

- Overall coordination of the accounting and finance department and supervision of a team of 15 staff;
- Supervision of the entire support service;
- Participate in the development of annual budgets and new program;
- Ensure budget monitoring of all program;
- Monitor and control all accounting, financial, administrative, logistics and procurements operations.
- Control and finalize monthly financial reports and financial reports to donors (Global Fund to Fight AIDS, DIFID);

- Monitor and control the inventory systems in place (products, packaging, promotional items, goods, office supplies);
- Organize financial monitoring/supervision/control of sub-contracting NGOs;
- Propose tools for improving the function of support services;
- Monitor and control purchasing systems and ensure their proper functioning;
- Ensure cash management and trigger the process of calling for funds;
- Schedule and organize the training of staff under his supervision;
- Schedule and conduct training to build capacity in finance and budget design for programmatic staff.
- Propose conditions for improving and promoting staff;
- Develops and coordinates the operational plan;
- Facilitate the conduct of internal and external audit operations;
- Ensure the implementation of audit recommendations.

From July 2005 to April 2011 – Financial and Accounting Manager – PSI Togo – GF grants PR.

In this position, he worked with NGOs and associations and was responsible for:

- Develop and make available to PSI Togo's Partner Organizations (NGOs and Associations) an Administrative, Financial, Accounting and Control Management Manual;
- Control and analyse the financial reports of the Partner Organizations of PSI Togo (about fifty Organizations with an annual budget of 2 million US dollars);
- Prepare monthly financial report for submission to PSI Washington.
- Prepare the various budget monitoring reports to be submitted to the various donors;
- Prepare and forward the various fund transfers and transfer orders;
- Make the monthly bank reconciliation of all accounts of PSI Togo;
- Coordinate the implementation of digital accounting;
- Coordinate the filing and archiving of accounting and financial documents;

From December 1998 to June 2005 – Administrative and Accounting Manager – Project “Guichet Microfinance pour l’Afrique de l’Ouest” funded by UNDP, UNCDF and BOAD

At this position, he was in charge of :

- Participate in the implementation of accounting, administrative and financial procedures.
- Keep the accounts and manage the financial files of the Counter: codify and record daily accounting entries and ensure the accuracy of calculations; to assure the computer entry of accounting entries and update the permanent state of credit allocations against expenditure commitments; make orders monthly accounts and the closing of the annual accounts and the
- Preparation of the statements of synthesis;
- Establish detailed estimates, participate in the development of the annual budget and monitor its execution ; prepare periodic reports on the execution of the budget;
- Ensure compliance with established accounting, administrative and financial procedures;
- Liaise with the managing banks of the Window in order to obtain up-to-date information on the status of Project accounts;
- Perform and verify bank reconciliations; calculate interest on deposits and on refinancing and guarantee lines put in place;
- Assist the staff of the Counter on all aspects concerning allowances, salary advances, reimbursement of mission and travel expenses, and other accounting and financial matters;
- Design and develop the Guichet database which deals with all the information on financial operators; consultants; accounting and budget, the staff, investments.
- Ensure the maintenance of the equipment and vehicles of the Counter;
- Maintain the administrative files of the staff of the Counter.

From April to November 1998 – Manager – PAREP Project financed by the World Bank

At this position, he was in charge of:

- Preparation of the budget and monitoring of its execution,
- Control of the eligible nature of expenditure (compared to the budget).
- Production of periodic financial reports and analysis of accounts,
- Methodical collection and preservation of all accounting documents,
- Preparation of Funds Withdrawal Requests,
- Management of project accounts,
- Preparation of Bank Reconciliation Statements.
- Follow-up of consultation files in connection with the project managers,
- Follow-up of the execution of contracts after signature,
- Monitoring of assets assigned to the Project, ensuring their proper use (inventory).

From August 96 to March 98 – Accountant – CARE International

At this position, he was in charge of:

- Ensure the accounting and financial management of the various programs of development,
- Perform disbursements of funds,
- Develop and monitor the budget of the various programs,

- Prepare staff payroll
- Prepare the monthly financial report of CARE - TOGO,
- Prepare the monthly financial report of CARE - GHANA,
- Please follow CARE's administrative and financial procedures

From October 1994 to July 1996 – Head of the Accounting and IT department – NINA SARL

At this position, he was in charge of:

- Reorganization and computerization of Accounting and Inventory Management with the SYBEL START COMPTA+GESTION software,
- Payroll computerization with the SYBEL PAIE software (220 employees),
- Customer management
- Monthly presentation of the company's situation (evolution of turnover, statement of receivables, the dashboard),
- Preparation of the 1995 balance sheet (preparation of all financial statements).

From January to September 1994– Internship – New Togolese Public Works Company (E.N.T.T.P.)

At this position, he was in charge of:

- Accounting entry,
- Entry of documents with the SAARI software,
- Inventory of the General Store,
- Writing of internship report on THE ANALYTICAL MANAGEMENT OF COMPANIES OF PUBLIC WORKS,
- Preparation of financial statements for the preparation of the 1994 balance sheet

Computer Skills

- Perfect mastery of software: EXCEL, Power Point, WORD, ACCESS.
- Very good knowledge of accounting software: (SAARI, SYBEL START, ORDI-COMPTAJUNIOR, CARE International financial software, QUICK BOOKS, SUCCESS Project Financial Management).
- Able to develop applications under ACCESS

References

Name: KONOU Kosi

Position: Managing Director

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Name: Yawo Agbelengo AFOMALE

Position: Administrative and Financial Manager

Organization: Agroecology project at ARAA/ECOWAS

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Certification:

I declare that the information provided in this CV is accurate and hereby authorize the Global Fund to undertake whatever inquiries the Global Fund may consider reasonable and necessary in the course of the assessment process, in relation to the information in this curriculum vita relating to my suitability for the position for which I have been nominated.

Signed:



Date: May, 15th 2026