



Curriculum Vitae

Trevor Smallbone Financial Management Specialist

Nationality: British
Expertise: Emergency Response/Development Project Support and Management
Present position: Consultant, IMA International

Key Experience:

Trevor Smallbone is a project support and management specialist with skill including: experience in Finance Management; Project Budgeting, Project Implementation and Management, Procurement, Logistics, IT, HR, Administration, and Security. His most recent project experience includes emergency response to typhoon Ketsana flooding in Southern Laos. His experience ranges across a number of different donor groups including: ECHO, EC, AusAid, KfW, Danida.

Qualifications:

Degree or Diploma obtained & Name of Course	Institution	Year
Chartered Certified Accountant (CPA equivalent)	ACCA	1983
Field Introduction Course	British Red Cross	2007
Emergency Response Register Training	Oxfam Australia	2008
TESOL	ECC	2009

Language capabilities:	
English	mother tongue
Portuguese	reading fair; speaking fair ; writing basic
Bahasa Indonesia, Vietnamese, Thai, Laos	Basic working knowledge

Professional membership:

Fellowship of the Association of Chartered Certified Accountants

Country experience:

South Africa, Namibia, Angola, Indonesia, Vietnam, Thailand, Laos

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Experience:

Date & Location: (date from – date to)	Description: (Indicate client, position , description of tasks)
2009 - 2010 Laos	Finance & Administration Coordinator, Oxfam Australia Emergency Response (ER) to flooding from Typhoon Ketsana in southern Laos and distributing Hygiene, Food and Shelter goods in accordance with SPHERE standards, and re-establishing livelihoods. Setting up the ER office for the 3 regions affected; recruiting additional staff and building capacity of existing Finance, Admin and HR staff; establishing a programme budget and reporting procedures; working with partners WFP and CARE, and reporting to 9 donors with restricted funding including ECHO and AUSAID
2008 Indonesia	Senior Finance Coordinator, Australian Red Cross Evaluation, planning, and implementation of the finance and accounting functions within the Tsunami Recovery programme in Indonesia; building the capacity of finance staff, designing and implementing a management reporting system for budgets and forecasts; establishing an internal audit function and developing internal audit programs; preparation for external audit.
2007 – ongoing Thailand	Trainer/Consultant IMA International Training on development management and planning topics.
2007 Vietnam	ACCA lecturer, Vietsourcing Lecturer on the ACCA syllabus for a leading tuition provider in Vietnam to professional accountancy students and specialising on 'Audit and Assurance'; and lecturer for 'English for Professionals' course delivered to professional accountants.
2006-2007 Indonesia	Financial Manager Indonesia, British Red Cross Society BRCS implemented a programme to assist the survivors of the December 2004 earthquake and tsunami in Indonesia. The programme with a budget of USD \$80M distributed cash grants to 15,000 families, and built homes for 2,500 families, to assist in the rebuilding of communities. As Financial Manager, responsible for managing and co-ordinating all financial aspects of the programme in the field, whilst building the capacity of local staff developed policies and internal control procedures for the programme covering finance, procurement, logistics, IT, HR, administration, and security; that have been used by BRCS globally on similar bi-lateral programmes.
2002 – 2006 Angola, Namibia, South Africa	Regional Head of Finance and Administration, Ibis-Denmark Managing the finance and administration of a Danish International NGO and supporting the Regional Director to manage the varied activities in the region and directly responsible for 5 satellite support offices. Very active in managing the re-generation of programmes in Angola after the announcement of peace in 2002; recruiting staff in Angola, and participating in programme design, creation of administration, finance, logistics and security functions. Working in alliance with other major international development NGOs including Concern, HIVOS, and Deutsche Agro Action. Controlling the financial reporting and external audit requirements to satisfy a variety of donors including the Danish Government, German Government, and

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	European Union.
1999 – 2002 South Africa	Management Consultant Providing professional consultancy services to the independent education sector in Southern Africa.
1994 – 1999 South Africa	Business Manager, Diocesan College (Bishops)
1989 – 1993 South Africa	Bursar, International School of South Africa
1985 – 1989 South Africa	Financial software developer and consultant
1984 – 1985 South Africa	Consultant, Aiken & Peat
1983 – 1984 South Africa	Systems Development Manager, Metal Box SA

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