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**Personal Information:**

**Name : Ziad Said A. Al-Tawil**

**Date of birth : 04/06/1968**

**Nationality : Palestinian**

**E- mail : director@al-bireh.org / ztaweel@yahoo.ie**

**Phone number : 0599202192**

**Languages:**

\* Arabic (First language)

\* English (Second language)

**Education:**

- Public Administration Professional Diploma: Bethlehem University, Institute for Community Partnership, 2013.

- Decentralization and Local Governance: United Cities and Local Governments / Decentralization and Local Self- Government Committee , 2013.

- Master of Business Administration: Birzeit University, 2006.

- Preparing for the Certification of Management Accountant (CMA) and Certification of Financial Management (CFM)

-ACPA: Arab Society for Certified Accountants (ASCA), 2005.

-B.A degree of Major in Accounting and Minor Business Administration: Birzeit University, 1993.

**Experience:**

**September 2012 – present:-**

**Al-Bireh Municipality Director:-** Directs and coordinates administration of city in accordance with policies determined by city council or other authorized elected officials: appoints department heads and staffs as provided by local laws or local ordinances.

* Supervises activities of departments performing functions such as collection and disbursement of taxes, law enforcement, maintenance of public health, construction of public works, and purchase of supplies and equipment.
* Prepares annual budget and submits estimates to authorized elected officials for approval.
* Plans for future development of urban and nonurban areas to provide for population growth and expansion of public services.
* May recommend zoning regulation controlling location and development of residential and commercial areas urban planner.
* May perform duties of one or more city or county officials as designated by local laws.
* management of implementation of municipality’s IDP (Integrated Development Plan) and unfolding CDS (City Development Strategy) based on financially sustainable good governance in a city that is comprehensive as well as prolific.

**March 2012 – September 2012:**

**Al-Bireh Municipality: Al-Bireh, West Bank, Palestine.**

**Financial Director,** major duties include :-

1. Maintaining all financial records and reports.

2. Providing professional advices to supervisors.

3. Establishing departmental goals and priorities, coordinating the activities of the municipality's department and directing employees toward their full potential.

4. Planning for efficient and effective delivery of departmental services.

5. Assigning personnel and equipment to appropriate uses that departmental operations require.

6. Advising subordinates on difficult work problems, the development and

implementations of new procedures and policies, and developing methods to improve the delivery of departmental services.

7. Overseeing payroll, accounts payable, and accounts receivable processing.

8. Managing the central computerized financial information system of the Municipality.

9. Overseeing the posting and reconciliation of ledgers and accounts.

10. Supervising the collection of taxes, fees, and other receipts in accordance with laws and regulations.

11. Developing financial studies and plans.

12. Forecasting, estimating, and monitoring the financial condition of the Town to assure its fiscal well-being.

13. Preparing annual department budget requests for submission to the Town Manager.

14. Directing the preparation of state and federal financial reports.

15. Assisting in the development of the annual operations and capital budgets for the Town.

16. Maintaining accounting and budgetary procedures.

17. Attending and making formal presentations before the Town Manager, Mayor, Council, and special committees.

18. Preparing monthly and annual reports of financial activities.

19. Interpreting the town financial policies and practices for departmental managers and other employees.

20. Supervising the expenditure of the departments appropriations within budgetary

limitations.

21. Preparing reports of Department projects and programs.

22. Communicating with other departments' heads on current expenditure habits, that

includes holding a monthly meeting to discuss unfavorable variances.

23. Providing the necessary training for all the departments' employees in the accounting software, policies, and procedures.

24. Attending town council meetings, staff meetings, and other conferences directed by the Town Manager.

25. Attending professional society meetings and seminars, participating in panel discussions, and speaking in areas of expertise.

26. Staying informed of current developments in the municipal finance field,

particularly new legislations, recent court decisions, administrative decisions,

professional trends, and technological advances which might affect different department operations.

27. Adhering to all town policies, procedures, and ordinances of the City Charter.

28. Completing other related duties assigned by the City Clerk or the City Manager.

**July 1999 - March 2012:**

**Al-Bireh Municipality: Al-Bireh, West Bank, Palestine**

**City** **Accountant** Major duties include:-

1. Preparing and controlling Municipality Budget.

2. Maintaining and monitoring fixed assets and warehouse inventory records.

3. Posting, balancing and reconciling the ledger and subsidiary accounts.

4. Preparing bank statements reconciliations.

5. Preparing financial statements and reports.

6. Preparing journal entries and adjusting entries.

7. Performing studies and analysis.

8. Offering ideas and initiating improvements (in the conversion to accrual accounting system).

9. Worked in many projects funded by USAID, and EU.

**July 1996 – June 1999:**

**Al-Bireh Municipality: Al-Bireh, West Bank, Palestine.**

**City** **Accountant** **Deputy**, duties included:-

Studying and analyzing the financial system and designing a new financial system that provides superior service to citizens and management in an open and flexible environment; taking into consideration the municipality objective, rules, policies, financial and human resource capabilities.

**July 1994 - June 1996:**

**UNRWA, Field Office, Jerusalem, Palestine.**

**Budget** **Accountant**, duties included:-

1. Preparing budgets, processing budget adjustments, transfers, and certifications of availability of funds.

2. Preparing obligation lists for the commitment of funds, entering and verifying budget data in the computerized system.

**February 1993 – June 1994:**

**Gamma Chemical Company, Ramallah, West Bank, Palestine.**

**Major** **Accountant**: Responsible for directing the overall payroll accounting, the management of accounting and financial practices, the maintenance of fiscal records, and the preparation of financial reports.

Duties included -but were not limited to- designing and managing the annual corporate budget, supervising accountants, coordinating the annual audits and tax returns, preparing, analyzing and reviewing monthly financial and management reports.

**March 1996 – December 2011:**

Worked as Financial Advicer for Al-Salwa Food Company Ramallah, Palestine: arranging and checking the daily work, controlling cash flows, preparing financial statement, financial reports, and controlling the cost allocation system.

**Workshops and Training:**

* November 2008, Engineers Association, **Fixed assets Valuation And Registration for Municipalities.**
* August 2008 , Engineers Training Center, Jordan, **Fixed assets Management**.
* May 2008, Knowledge for Development and Technology Transfer, Jordan, **Administration and city electronic planning**.
* June 2008, Palestinian Central Bureau of Statistics, Palestinian Statistical Training center, **Statistical Literacy and Capacity Building for MDQ Monitoring**.
* January 2007, Al-Najah National University , Continuing Education Center, **Fund Raising**.
* January 2003, Issa Al-Nunu Establishment, Ramallah, Palestine: **Accounting and Financial Management.**
* June 2001, FutureKids Center, Al-Bireh, Palestine: **Advanced Excel and Basic Access.**
* 2001, USAID, Accounting and Auditing Sector Program, Ramallah, Palestine: **International Standards on Auditing.**
* 2000, USAID, Accounting and Auditing Sector Program, Ramallah, Palestine: **Selected Topics In International Accounting Standards.**
* Chamber of Commerce and Industry, Ramallah, Palestine: **International Commerce.**
* May 2000, World Trade Center, Palestine: **Taxation.**
* September 2000, World Trade Center, Palestine: **Internal Auditing.**
* November 1997, DSE, Nablus, Palestine: **Economic Development**.
* July 1996, Consolidated Construction Consultants, Ramallah, Palestine: **Accounts for Business and Financial Reporting.**
* September 2000, PECDAR, Ramallah, Palestine: **Crisis Management.**

**Research papers:-**

**2005 -** The Compliance of Palestinian Companies listed in the Palestine Securities Exchange with International Accounting Standards in preparing financial statements .

**2006** - Study of the effect of applying the Activity Based Costing System "A.B.C" on the strength of the accounting management in Al-Bireh Municipality

**2012-** Sustaining the management control system of Al-Bireh Municipality from intrusions and abuses through promoting and consolidating the rules and principles of the municipal framework.

**2012**- The relationship between the citizens and the Palestinian State Authority and Shedding the light on the relationship between Al-Bireh Municipality and its citizens during the period from 25/12/2005 to 02/23/2012.

**2012**- The Legal Civil Service and The Palestinian Labor Law from the human resources management prospective.

**2012**- The problematic relationship between The Municipal Administration in Al-Bireh Municipality and its staff on one hand, and the Ministry of Local Government on the other; in light of "The Local Government Act Into Practice".

**Skills:-**

**Computer**: Windows (Word Processing, Excel, Power Point, Internet)

**Accounting Software**: Bisan accounting system, Shamel accounting system, Oracle Financials Applications

**Professional Memberships:**

2001 Member of Palestinian Accountants and Auditors Association

2002 Member of Institute of Management Accountants

2005 Member of Arab Society for Certified Accountants

* Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.