



Career Opportunities

Position Title	: Finance Officer
No. of Post	: (1) Post
Department	: RAK Operation Management Unit
Report to	: IFRC Community Based Health Programme Manager (Sittwe)
Technical Report to	: IFRC Finance Manager
Duty Station	: Sittwe
Grade	: D1
Application Deadline	: 16:30 pm, (07/12/2017)

Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times. Benefit Package consists of Paid Medical Certificate Leave, Annual Leave/Home Return Leave, Casual Leave, On-Duty for Training, Provide Accommodation Allowance and Hardship Area Allowance for specific area, Training and Development Opportunities, Promotion and Management Development.

Background: In 2017, MRCS is increasing its engagement in Rakhine state through immediate, medium and long-term support to people affected by communal violence. The crises during August 2017 have led to a new wave of displacement both within Rakhine, and from Rakhine into Bangladesh, for both ethnic Rakhine, Muslims and other minority groups. Despite the current constraints, the Movement is able to continue to provide some assistance in Maungdaw, Buthidaung and Rathedaung townships in Northern Rakhine, and to newly arrived populations in central Rakhine, through the provision of cash grants, water and sanitation, food and healthcare.

In this particular response, MRCS continues to work closely following a Movement-wide approach. The ICRC is the main partner supporting MRCS – through joint operations – in delivery of assistance to populations affected by the crisis with the IFRC mainly supporting MRCS preparedness for emergency response, capacity building and coordination, operational support and repositioning and replenishment of preparedness stocks. IFRC together with MRCS had developed short-term Capacity Development for Response in Rakhine plan (until 31 December 2017), targeting MRCS branches in Rakhine with a focus on Maungdaw, Buthidaung, Rathedaung and Sittwe branches, and Rakhine State branch, while also supporting institutional capacities of MRCS related to the scale-up of Rakhine response on national level.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities members in our programs"

Purpose of the position: IFRC Finance Officer, will work under direct supervision of IFRC Programme Support Coordinator, and support Finance to the operations, and to ensure that the funding is properly managed and to assist in the implementing of project activities within the framework of the IFRC as well as MRCS policies, regulations and procedures as assigned by line manager. The Finance Officer will be contracted by MRCS and seconded to IFRC, and based in Sittwe, Rakhine.

Duties and Responsibilities:

Planning and Budgeting

1. Assist in preparing monthly, quarterly and annual plan and budget.
2. Assist in revision of budget in accordance with guidelines and procedures.

Checking, Validating and Disbursing

1. Checking the NS Working Advance clearances reports to ensure the expenditure are in line with approved budget, using correct coding and sufficient documents attached according to the Federation System
2. Data entry of NS WA clearance reports to Federation System (CODA)
3. Validating, preparing payment and booking of MRCS Staff Salary
4. Preparing cash/bank payments for further process.
5. Booking bank transactions to CODA.
6. Preparing Bank Reconciliation at the month end
7. Handles Cash & Banking matter if be needed.

Reconciliation

1. Preparation of WA reconciliation of assigned projects on a monthly basis for approval by Budget Holders, MRCS projects' controllers and finance.
2. Following up with the respective MRCS Finance person for clearance of outstanding working advances.
3. Submit the monthly reconciliation statement to IFRC Finance Surge Delegate in Yangon

General / Administrations

1. Arranging payments by deadline for all incoming invoices (requisitions, payment requests) related to air ticket and travel permit.
2. Handling cash management such as preparing working advance and clearance for the office running cost independently.
3. Preparing documents and apply travel permit for the persons who request Field Trip and organizing and timely preparing invitation for visitors, documents for Visa applications, Visa extensions and follow up.
4. Ensuring all the lease agreement for delegates accommodation are approved through IFRC e-Contract system.
5. Inform the line manager for houses rent contracts extension on time.
6. Manage rent of house including payment of rent and maintenance.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities members in our programs"

7. Abide by and work in accordance with the Red Cross/Red Crescent principles.
8. Ensure the understanding of financial regulations, procurement procedures, checklists and instructions of MRCS
9. Good coordination and cooperation with project personnel.
10. Provide financial advice and assistance to project and programme personnel
11. Mutual understanding and respect between project/programme staff and finance staff is essential.

Skills, Competencies and Requirements

- **Myanmar National**

- B.Com / B.Act (or) any degree with Diploma in Accounting Certificate
- At least 2 years professional experience in finance and accounting field
- Accounting software is an asset
- Self-supporting in computers (MS Office)
- Experience in preparing monthly, quarterly and annual financial reports
- Good level of English Language skills (written and oral)
- Good interpersonal skills and ability to operate in a complex emergency environment.
- Willingness to perform assigned tasks and duties in tight deadline and perform with neutrality
- Experience in working with and coordinating with international and national partners
- **VALUES:** Respect for Diversity, Integrity, Professionalism, accountability
- **CORE COMPETENCIES:** Communication, Collaboration and Teamwork, Judgement and Decision making, National Society and Customer Relations, Creativity and Innovation, Building Trust
- **Red cross volunteers who fulfil above criteria are encouraged to apply**

Application process: Please send your application letter, CV, and related documents to; **(PDF version)**

Myanmar Red Cross Society

Rakhine Special Program

Bawdi street, Kyae Pin Gyi Qtr, Sittwe. (Or) Email: mrcrsp@gmail.com

For more information and application, please visit to the www.myanmarredcross.org.mm

Please mention "Position Title" in subject at cover letter and detail CV (not send certificates, degrees and other document at this state).

Only short listed candidates will be contacted for a personal interview.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities members in our programs"