



Career Opportunities

Position Title	: Finance Officer
No. of Post	: (1) Post
Department	: RAK Operation Management Unit
Report to	: Program Coordinator
Duty Station	: Minbya
Grade	: D2
Application Deadline	: 16:30 pm, (08/12/2017)

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.

Purpose of the position: The Finance Officer will be responsible to manage and implement the Rakhine Community Resilience Programme supported by IFRC. He/she will ensure all activities are implemented in line with the project goal, objectives and output indicators. He/she will be based in Minbya, as part of the Rakhine Special Program team, and will work under the direct supervision of the MRCS Field Manager, based in Sittwe. He/she will be closely supported by the IFRC Livelihood Delegate and IFRC CBHFA Delegate, both based in Sittwe, who will provide technical and operational guidance.

Planning and Budgeting

1. Assist in the forecasting of monthly, quarterly and annual planning and revision of plan and budget of CBR Programme and CBHR HiE Programme.
2. Compile and submit the quarterly working advance request of CBR Programme and CBHR HiE Programme.
3. Prepare monthly, quarterly and annual budget utilization of the project within the allocated time and submit to DM Project Coordinator (Minbya) and Health Field Manager (Mrauk U).

Cash and Bank Management

1. Send acknowledgement receipt of cash from HQ bank transfers.
2. Withdraw cash from bank and disburse working advance to DM and Health programme personnel.
3. Receive cash refunds from project personnel and entered in cash receipt voucher.

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4. Deposit all cash receipts into bank immediately.
5. Prepare and update the cash and bank book daily.
6. Submit the cash balance of Minbya Project Township to Project Coordinator for physical cash counting at least twice a month.
7. Make monthly bank reconciliations with bank statement.

Checking, Validating and Disbursing

1. Check the monthly or quarterly working advance request with budget and plan of action.
2. Arrange for disbursing of cash to programme personnel and customers.
3. Inform cash disbursements to the respective personnel of project townships and suppliers.
4. Check all expenses in accordance with the financial regulations, procedures and manuals.
5. Check and validate the payment of procurement in accordance with financial regulations and procurement procedures.
6. Report to Deputy Director of Finance for guidance on any issue/problem encountered when checking and validating expenses.

Reporting

1. Submit the complete financial clearance reports of Community Based Resilience Programme (DM Activities) to Project Coordinator for validation.
2. Submit the complete financial clearance reports CBHR HiE Programme (Health Activities) to Field Manager for validation.
3. Send the complete monthly financial clearance reports to HQ Finance with all original documents.
4. Send the following monthly financial reports to HQ Finance regularly:
 - a. Monthly Bank Reconciliation Statements together with scan copy of Bank statements.
 - b. Month – end working advance balances.
 - c. Month - end cash balance statements signed by DM Project Coordinator.
5. Budget Utilization Statements (shared with Project Coordinator -Minbya and Field Manager – Mrauk U)
6. Inform bank balance to Project Coordinator (Minbya) and Field Manager (Mrauk U) once a week.

Reconciliation

1. Reconcile the working advance balance of the individual WA holders and Project Township regularly.
2. Submit the monthly balance of individual working advance and Project Township working advance to Project Coordinator (Minbya) and Field Manager (Mrauk U).
3. Reconcile the monthly working advance balance with HQ Finance.

Finance Development

1. Undertake the finance development of related project townships by cooperating with HQ Finance Development team.
2. Use appropriate Accounting Software for recording of all projects financial transactions.

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General

1. Ensure that financial regulations, procurement procedures, checklists and instructions are understood and adhered to.
2. Good coordination and cooperation with all programme personnel.
3. Provide financial advice and assistance to programme personnel.
4. Mutual understanding and respect between programme and finance staff is essential.
5. Contact HQ for financial advice and assistance.
6. Able to independently prepare and check financial clearance reports.
7. Perform any task allocated by Project Coordinator (Minbya)

Skills, Competencies and Requirements

- **Myanmar National**
- B.Com / B.Act(or) any degree with Diploma in Accounting Certificate.
- Computer skill in MS Office and accounting software is an asset.
- At least 2 years professional experience in finance and accounting field.
- Experience in preparing monthly, quarterly and annual financial reports.
- Experience in administrative office works.
- Experience in using Email/ Gmail is essential.
- Able to travel frequently.
- Effective English Language skills.
- **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: mrcsrsp@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.

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