



Career Opportunities

Position Title	: Finance Officer
No. of Post	: (1)
Direct Supervisor	: Deputy Director
Department	: Finance
Duty Station	: Nay Pyi Taw
Grade	: D2
Application Deadline	: 16:30 pm, (01 /05/2018)

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, Annual, Casual Leave, Insurance, On-Duty for Training, Provide Accommodation Allowance & Hardship Allowance for specific area, Training and Development Opportunities, Promotion and Management Development.

Purpose of this position: Finance officer has a general responsibility to ensure that the funding is properly managed and to assist in the implementing of project activities within the framework of the MRCS policies, regulations and procedures.

Job duties and responsibilities

Planning and Budgeting

1. Assist in the forecasting of monthly, quarterly and annual plan and budget.
2. Prepare and share monthly, quarterly and annual budget utilization of the project within the allocated time.
3. Assist in proper revision of budget in accordance with guidelines and procedures.

Checking, Validating and Disbursing

4. Check the monthly or quarterly working advance request with budget.
5. Request cash to IFRC for foreign trip.
6. Arrange for the disbursing and transferring of cash to project and programme personnel, customer and project townships.

"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. Inform cash remittance to the respective personnel of project townships, HQ staff and suppliers
8. Check and validate the working advance clearance and reimbursed expenses in accordance with the financial procedures and manuals.
9. Check and validate the payment of procurement in accordance with financial procedures and procurement procedures.
10. Check and validate the foreign trip expenses.

Navision Accounting Software

11. Enter the budget into the Navision Software.
12. Enter the financial transactions into Navision Software.
13. Generate the financial report and submit to Deputy Director in time.

Reconciliation

14. Reconcile the working advance balance regularly with project townships and HQ staff.
15. Reconcile the working advance balance with IFRC monthly.
16. Submit the monthly reconciliation statement to Deputy Director.

Finance Development

17. Responsible for the finance development of related project and programme personnel by cooperating with Finance Development team.

General

18. Ensure the understanding of financial regulations, procurement procedures, checklists and instructions of MRCS.
19. Coordinate and cooperate with project and programme personnel.
20. Provide the financial advice and assistance to project and programme personnel.
21. Mutual understanding and respect between project, programme staff and finance staff is essential.
22. Responsible for all short term WASH Projects.
23. Perform any task allocated by Deputy Director.

Skills, Competencies and Requirements

- **Myanmar National**
- CPA (or) B Com/B Accounting (or) Diploma in Accounting (or) equivalent accounting degree.
- Computer skill in MS Office and accounting software is an asset.

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- At least 3 years professional experience in finance and accounting field.
- Experience in preparing monthly, quarterly and annual financial reports.
- Effective English Language skills.

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

Head Office:

Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw.

Email: mrcshrrecruitment@redcross.org.mm

Branch Office:

Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung Township, Yangon. (or)

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

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

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