



Career Opportunities

Position Title	: Senior Finance Officer
No. of Post	: (1) Post
Report to	: Hub Manager
Department	: Rakhine Operations Management Unit
Duty Station	: Sittwe
Grade	: E2
Benefits Packages	: Salary + Staff house + Hardship Allowance + Insurance + Communication Charges + Travelling Allowance + Home Return Leave / Annual Leave+ Quarantine Leave+ Casual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave Program
Application Deadline	: (09/05/2019), 16:30

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

Duties and Responsibilities

Planning and Budgeting

1. Assist in the forecasting of monthly, quarterly and annual planning and budgeting.
2. Request monthly or quarterly working advance to Head Quarter (HQ).

Cash and Bank Management

3. Acknowledge receipt of cash transfers from HQ.
4. Withdraw cash from bank and disburse to the respective personnel.
5. Receive cash refund from project personnel with cash receipt voucher.

"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"

6. Deposit all cash receipts into bank immediately.
7. Maintain and update the cash and bank book.
8. Submit the daily cash balance to Hub Manager for physical cash counting.
9. Perform monthly bank reconciliation with bank statement.
10. Inform bank balance to HQ Finance and Hub Manager once a week.

Checking, Validating and Disbursing

11. Check monthly or quarterly working advance request with Plan of Action and Budget.
12. Arrange for the disbursing and transferring of cash to project personnel and suppliers.
13. Inform cash remittance to the respective personnel.
14. Check the working advance clearance and reimbursed expenses in accordance with the financial regulations, procedures and manuals.
15. Check the payment of procurement in accordance with financial procedures and procurement procedures and checklists.
16. Report to and receive instruction from HQ Finance Department regarding compliance of financial regulation, manuals and instructions.

Reporting

17. Submit the complete financial reports to Hub Manager for validation.
18. Send the complete monthly financial clearance reports to HQ Finance Department.
19. Submit the individual monthly working advance balance to Hub Manager.
20. Send the monthly financial report to HQ Finance after validation by Hub Manager.
21. Share monthly, quarterly and annual budget utilization with project and programme personnel.

Reconciliation

22. Reconcile the working advance balance with project personnel regularly.
23. Reconcile the monthly working advance balance with HQ Finance.

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Finance Development

24. Responsible for the finance development of the project staff and branches in Rakhine State by cooperating with HQ Finance Development team.
25. Use appropriate Accounting Software for financial record keeping.

General

26. Make sure the financial regulations, procurement procedures, checklists and instructions of MRCS are fully understood and adhered to.
27. Good coordination and cooperation with project personnel.
28. Provide technical advice to project and programme personnel.
29. Contact HQ Finance for technical advice.
30. Be Independent in checking the expenses of various projects.
31. Mutual understanding and respect is essential.
32. Responsible for the projects funded by ICRC, QRC and IFRC (NRC, BRC) in Rakhine State.
33. Perform any task allocated by Hub Manager.

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age between 25 to 50 years**
- 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

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

Head Office:

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

Email: mrcshrrecruitment@gmail.com

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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