



Myanmar Red Cross Society

Career Opportunities

Position Title	: Finance Manager
No. of Post	: (1) Post
Report to	: Country Representative Myanmar, German Red Cross
Department	: Organizational Development Department
Duty Station	: Yangon
Grade	: F 2
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (17/05/2019), 16:30

Purpose of this position: The Finance Manager is a position that has an employment contract with Myanmar Red Cross Society (MRCS) and is seconded to German Red Cross (GRC) country office in Yangon. The position leads the financial management of the GRC country office to ensure country office's finances are managed in accordance with the GRC policies, procedures and internationally accepted accounting principles.

The Finance Manager is responsible for all matters related to GRC Myanmar country office funds use, budgets, compliance, procurement and financial reporting. Orient and support Myanmar Red Cross Society on financial, compliance and administrative matters related to GRC internal and donor requirements. The position ensures financial sub-recipient monitoring and regular budget follow-up and control.

Duties and responsibilities:

- 1. Financial Management:** Ensure Myanmar country offices' daily finance operations including payments, deposits and transfers are managed in an efficient and timely manner
 - 1.1** Manage the GRC bank accounts in Myanmar including reception of transfers from HQ and transfers between currencies.

"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"

- 1.2 Prepare and process cash requests to GRC Headquarters in a timely manner thus ensuring that Office Bank Accounts always has sufficient balance to make all payments.
 - 1.3 Control and ensure payments are issued against Invoices from suppliers, vendors and/or 3rd parties on time (either check or cash).
 - 1.4 Issue and reconcile working advances, per diems and travel costs for GRC-seconded staff.
 - 1.5 Process transfers to MRCS for GRC-supported projects in a timely manner.
 - 1.6 Ensure the standard operating procedures on petty cash are being complied with, particularly in terms minimum cash balance, cash disbursement, safety and security.
2. **Accounting:** Manage the Myanmar country office's accounting and submission of accounting files and documents to GRC HQ
- 2.1 Overall responsibility to post and allocate all expenses and receipts incurred by the office and GRC projects to AKS Funds Pro (GRC's accounting software).
 - 2.2 Carry out month/year end closing procedures and submit to GRC HQ in a timely manner.
 - 2.3 Ensure all expenses are justified with necessary supporting documentation according to GRC policies and procedures.
 - 2.4 Provide direct supervision, on-the-job training and guidance to Finance/Admin Officer for day-to-day, monthly, quarterly and annual accounting and finance processes.
3. **Financial Reporting:** Review and submit monthly financial reports and provide necessary, support, assistance and support to MRCS finance staff
- 3.1 Review monthly finance reports including eligibility of expenses, prior approvals and compliance with project agreements/grant letters and other policies and procedures.
 - 3.2 Clarify and correct problems with the finance reports.
 - 3.3 Support and orient MRCS finance personnel on ARC finance procedures.
 - 3.4 Support the ARC country representative to prepare budget forecasts.
4. **Compliance and Audit:**
- 4.1 Monitor compliance with GRC and donor requirements, rules and regulations.

"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"

4.2 Lead on assistance provided during periodic finance delegation monitoring from regional office/NHQ.

4.3 Lead on assistance provided to internal and external auditors.

5. Collaboration: Collaborate efficiently with MRCS and GRC-seconded country office staff to ensure they have needed support and knowledge of GRC financial procedures and systems

5.1 Train and inform on the forms, budget codes, etc. to be used.

5.2 Assist country representative and program staff in preparing budgets during budget preparation and budget revision rounds.

5.3 Maintain efficient and professional working relationships and communication channels.

5.4 Assist the GRC country representative in identifying and analyzing risks/challenges/issues faced by projects or project teams to ensure appropriate solutions and support as needed.

5.5 Supervise the financial tasks carried out by the Finance/Admin Officers.

6. Treatment of information:

6.1 Register and treat information related to Red Cross and its staff with confidentiality and accuracy.

6.2 Be aware of activities of other MRCS projects, especially those with linked or similar project objectives, locations and activities.

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- Relevant university degree or equivalent professional qualification such as B.Com, B.Act or any degree with Diploma in Accounting. (CPA or ACCA are preferred)
- Relevant training in financial management is required
- 4 years' experience of analyzing, planning, managing finances and budgets are required
- 4 years' experience of working for a humanitarian aid organization in financial management in developing countries is preferred
- Strong skills in general administration, Interpersonal, oral and written communication are required
- Must have knowledge of general accounting software systems

"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"

- Must have Knowledge of basic finance procedures (payments, receipts, working advances, bank reconciliation, etc.)
- Specific knowledge on accounting software packages is preferred
- Ability to work under pressure and with tight deadlines is required
- Self-supporting in computers (Windows, spread sheets, word-processing) are required
- Fluently spoken and written Myanmar and English
- Experience of working for the Red Cross/Red Crescent is preferred

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@gmail.com

Branch Office:

Myanmar Red Cross Society

No. 42, Red Cross Building, Strand Road,

Botataung 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.

"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"