



## Myanmar Red Cross Society

### Career Opportunities

Position Title	: Admin & Finance Officer
No. of Post	: (1) Post
Report to	: Senior Programme Officer and Programme Manager
Department	: Health Department
Duty Station	: Taunggyi
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (21.06.2019), 16:30

**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.

**Programme Background:** Myanmar Red Cross Society has been implementing “Community Based Programme for Malaria Prevention which has been funded by UNOPS/GF” in the Southern Shan State since 2011. This programme has been expanded its programme activities and areas from year to year to such an extent that only 300 project villages in 2011 to 1000 project villages in 2016. Long Lasting Insecticidal Nets (LLINs) distribution, Case Management for Malaria, Central ToT and Township RCVs training on both Malaria Case Management and Prevention and Health Education activities are main programme activities to be implemented in 1000 project villages at 11 project townships in 2016. This programme has closely coordinated and collaborated with National Malaria Prevention Programme (NMCP), State VBDC team, State Health Department, respective Township Health Departments and other stake holders at central, state and townships level in implementing its programme activities and has also been contributing to achieve the Goal of National Strategic Plan for malaria control in Myanmar.

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## **Duties and Responsibilities**

### **Finance Function**

1. Assist with the preparation and updates of budgets, cost estimates and forecasts for all program funds.
2. Prepare monthly cash request in consultation with Project Office.
3. Prepare requisitions, payment vouchers and claim bills with accurate coding.
4. Check and validate working advance requests, invoices and claim bills before payment and ensure compliance with Financial Regulations and procedures, and donor requirements.
5. Co-sign cheques and disburse working advances and expenses immediately after withdrawing from bank.
6. Assist and train township personnel/ fields staffs regarding compliance of MRCS financial regulation and financial guidelines.
7. Assist and train township personnel/ Field staffs to do proper recording and reporting of expenses in accordance with MRCS donor guidelines and filling of office related documents.
8. Review the expenses of township and provide feedback to concerned township personnel/ field staff whenever necessary.
9. Monitor working advances of staff and report delays in clearing off advances.
10. Maintain cash book, general ledger and other financial records for recording of all financial transactions of program funds by NAV or manually.
11. Obtain bank statements immediately after the end of the month and prepare monthly bank reconciliation statements.
12. Ensure cash liquidity for the program by checking the balance of cash on hand and at bank at least once a week and submit request for funds transfer to HR Finance when the cash and bank balance is low.
13. Prepare monthly financial reports for all program funds in accordance with MRCS procedures and donor requirements and submit to MRCS HQ on/before the 7<sup>th</sup> day of the following month.
14. Prepare annual financial statements for submission to MRCS HQ and for external audit.
15. Maintain Assets Register for assets purchased with project fund.
16. Manage the program budget and program expenses for all funds and prepare Budget Utilization report at the end of the month.

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17. Perform any task assigned by Director of Finance.

### **Administration Function**

18. Properly keep and file all the approved leave request of all staffs.

19. Supervise proper filing and regular checking of program related official office letters from central and state and filing of office related documents in project townships.

20. Ensure thought checking of stock books about LLINs, RDT, anti-malaria drugs, IEC, etc. and counter check with bin card, way bill and actual stock consumption and contract signing of new staffs, ensure all the related detail are in place.

21. Undertake all administrative duties necessary for the smooth running of the program and perform and task assigned by Programme Manager.

### **Skills and Competencies Requirement**

- **Myanmar National**
- **Age between 18 to 50 years**
- High Level of Computer skills in MS Excel and Word and other MS Office application.
- Experience in preparing monthly/quarterly and annual financial reports.
- Experience in the use of accounting software will be an asset.
- Experience in the administrative work of public health.
- At least 2 years professional experience in finance and accounting field.
- Able to write and speak English addition to high level Myanmar language skills.
- Knowledge of communication skill, team building and management, program planning, management, monitoring, evaluation and reporting.
- Knowledge of good communication and cooperation skill in the smooth programme implementation.
- Effective language proficiency in English, knowledge of local language is desirable.
- Red Cross Volunteers are encouraged to apply
- **Application process:** Please send your application letter, CV, and related documents in PDF format;

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| • <b>Head Office:</b>                     | <b>Programme Office</b>  |
| • <b>Myanmar Red Cross Society</b>        | <b>Myanmar Red Cross Society</b>                                     |
| • <b>Razathingaha Road, Dekhinathiri,</b> | <b>No. Ya/80, Yadanarthiri Ward,</b>                                 |
| • <b>Nay Pyi Taw</b>                      | <b>Mahuyar Street (West Circular Road),<br/>Shan State, Taunggyi</b> |

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- (or)
- Email: [mrcshr.tgi@gmail.com](mailto:mrcshr.tgi@gmail.com)

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

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

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