



## Myanmar Red Cross Society

### Career Opportunities

Position Title	: Finance Officer
No. of Post	: (2) Posts
Report to	: Deputy Director
Department	: Finance Department
Project	: Enhance Resilience and Protection of Conflict-affected population in Kachin- MRCS/DRC HUM Project and Reproductive, Maternal, Newborn, Child Health Project
Duty Station	: Nay Pyi Taw/Yangon
Grade	: D2
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (06/08/2019), 16:30

**Purpose of the 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.

#### Duties and Responsibilities

##### 1. Planning and Budgeting

- 1.1 Assist in preparing monthly, quarterly and annual plan and budget.
- 1.2 Prepare monthly, quarterly and annual budget utilization of the project within the allocated time and share it with project staff.
- 1.3 Assist in revision of budget in accordance with guidelines and procedures.

**"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"**

## 2. Checking, Validating and Disbursing

- 2.1 Check the monthly or quarterly working advance request with Plan of Action and Budget.
- 2.2 Arrange for the disbursing and transferring of cash to project and programme personnel, customer and project townships.
- 2.3 Inform cash remittance to the respective personnel of project townships, HQ staff and suppliers.
- 2.4 Check and validate the working advance clearance and reimbursed expenses in accordance with the financial regulations, procedures and manuals.
- 2.5 Check and validate the payment of procurement in accordance with financial procedures and procurement procedures.

## 3. Navision Accounting Software

- 3.1 Enter the budget into the Navision Software.
- 3.2 Enter the financial transactions into Navision Software.
- 3.3 Generate the financial report and submit to Deputy Director in time.

## 4. Reconciliation

- 4.1 Reconcile the working advance balance regularly with project townships and HQ staff.
- 4.2 Submit the monthly reconciliation statement to Deputy Director.

## 5. Finance Development

- 5.1 Responsible for the finance development of project personnel by cooperating with Finance Development team.

## 6. General

- 6.1 Ensure the understanding of financial regulations, procurement procedures, checklists and instructions of MRCS.
- 6.2 Coordinate and cooperate with project and programme personnel.
- 6.3 Provide financial advice and assistance to project and programme personnel.
- 6.4 Mutual understanding and respect between project, programme staff and finance staff is essential.
- 6.5 Perform any task allocated by Deputy Director.

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## Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age Under 50 years old**
- CPA or B.Com / B. Accounting (or) equivalent Accounting degree/ Group Diploma in LCCI Level III
- At least 2 years professional experience in finance and accounting field
- Computer skill in MS Office and accounting software is an asset
- 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@gmail.com](mailto: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](http://www.redcross.org.mm)

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

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