



Myanmar Red Cross Society

Career Opportunities

Position Title	: Finance Officer
No. of Post	: (1) Post
Report to	: Senior Finance Officer
Department	: Rakhine Operations Management Unit
Duty Station	: Maungdaw
Grade	: D1
Benefit Packages	: Salary + Staff House + Hardship Allowance + Additional 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	: (24/ 09/2019), 16:30

Program Background: In 2017, MRCS is increasing its engagement in Rakhine state through immediate, medium and long-term support to people affected by communal violence. With the support of IFRC, ICRC MRCS has initiated Rakhine Operations Management Unit program in Sittwe, Mrauk-U, Kyauktaw, Ponnagyun, Minbya, Maungdaw, Buthidaung, and Rathedaung Townships. Program period is initial three months and high possibility of extension as long term program. Maungdaw, Buthidaung, and Rathedaung areas are under the management of Maungdaw Hub office. MRCS is setting up Operation Management Unit.

Purpose of this position: Finance Officer has a general responsibility to ensure that the funding is properly managed in accordance with the Financial Regulation and to assist in the implementing of project activities.

1. Planning and Budgeting

- 1.1 Assist in the preparation of Annual and Quarterly Plan of Action.
- 1.2 Prepare the Quarterly Cash Requirement and submit to Hub Manager for approval.
- 1.3 Check the monthly or quarterly working advance request with budget and plan of action.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

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2. Cash and Bank Management

- 2.1 Acknowledge receipt of cash transferred from HQ by bank transfer.
- 2.2 Withdraw cash from bank and disburse working advance to program personnel.
- 2.3 Receive cash refund from program personnel and entered in cash receipt voucher.
- 2.4 Deposit all cash receipt into bank immediately.
- 2.5 Prepare and update the cash and bank book daily.
- 2.6 Submit the cash balance to Hub Manager for physical cash counting at least twice a month.
- 2.7 Make monthly bank reconciliation with bank statement.

3. Checking, Validating and Disbursing

- 3.1 Check all expenses in accordance with the financial regulations, procedures and manuals.
- 3.2 Check and validate the payment of procurement in accordance with financial regulations and procurement procedures.

4. Reporting

- 4.1 Submit the complete financial reports to Hub Manager for approval.
- 4.2 Send the complete financial reports to HQ monthly with all original documents.
- 4.3 Send the following monthly financial report to HQ finance regularly:
 - a. Monthly Bank Reconciliation Statement together with scan copy of Bank statement.
 - b. Month - end working advance balance.
 - c. Month - end cash balance statement signed by Hub Manager.
 - d. Budget Utilization Statement (shared with Hub manager, Project Coordinator and Project Officers).
- 4.4 Inform bank balance to HQ finance and Hub Manager once a week.

5. Reconciliation

- 5.1 Reconcile the working advance balance with Project Officers.
- 5.2 Submit the individual and Hub Office working advance balance to Hub Manager monthly.
- 5.3 Reconcile the working advance balance with HQ finance monthly.

6. General

- 6.1 Ensure that financial regulations, procurement procedures, checklists and instructions are understood and adhered.
- 6.2 Coordinate and cooperate with project and program personnel for successful implementation of activities.

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- 6.3 Provide financial advice to project personnel.
- 6.4 Contact HQ Finance department for financial advice and technical assistance.
- 6.5 Perform any task assigned by Hub Manager.

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age between 23 years and 50 years old**
- B Com /B Accounting (or) Diploma in Accounting (or) equivalent Accounting Certificate
- Computer skill in MS Office and accounting software is an asset
- At least 3 years professional experience in finance and accounting field
- Experience in using Email/ Gmail is essential
- Able to communicate in English

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.

Branch Office:

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

Email: mrcshrrecruitment@redcross.org.mm

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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