



Career Opportunities

Position Title	: Finance Officer
No. of Post	: (1) Post
Report to	: Program Coordinator
Department	: Health Department
Program Name	: Building Resilience and Inclusive Communities Program
Duty Station	: Mrauk-U
Grade	: D1
Benefit Packages	: Salary + Accommodation Charge + Hardship Area Allowance + Insurance + Communication Charges + Travelling Allowance + Home Return Leave/Annual Leave+ Quarantine Leave+ Casual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (14/04 /2020), 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.

Background: The program is based on MRCS Strategic Plan 2011-2015, which in turn, is aligned with the Strategy 2020 of the International Federation of Red Cross and Red Crescent Societies (IFRC). The goal of the program is to reduce mortality and morbidity related to priority communicable diseases and the impact of public health emergencies and disasters, and promotes health and sanitation by improving the capacity of communities and Red Cross branches. MRCS continued to

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engage several community-based programmes with the support of IFRC since 2014. All of the interventions undertaken in 2014 were aimed at improving the resilience of vulnerable communities towards current risks (health risks and future disasters). Main interventions included disaster risk reduction (DRR) efforts aimed at high-risk rural and urban communities, as well as school children, CBHFA for communities and water and sanitation (WatSan) efforts in identified areas with needs.

Purpose of the position: Within the frame work of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movement, CBHR Admin/HR/Log Officer will assist the Field Manager and technical supports to the field project implementers to achieve the objectives of the project by close coordination with Health, Admin, HR and Logistics Departments of MRCS.

Duties & Responsibilities

Main tasks and responsibilities

1. Support to the Program Coordinator for preparation of monthly cash request by the project.
2. Check and validate working advance requests, invoices and claim bills for Regional Office before payment and ensure compliance with Financial Regulations and procedures, and donor requirements.
3. Cash withdraw from Bank and disburse as payment.
4. Maintain safe box and safe box keys in line with financial regulations.
5. Co-sign cheques and disburse working advances and expenses for Lashio Office immediately after withdrawing from bank.
6. Provide and train the Field Project Staffs to do proper recording and reporting of expenses in accordance with MRCS donor guidelines and filling of Office related documents.
7. Review the expenses of each sector and provide feedback to concerned Branch Staff whenever necessary.
8. Monitor working advances of Regional Staff and report delays in clearing of advances.

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9. Maintain cash book, general ledger and other financial records for recording of all financial transactions of Mrauk-U Office by manual or accounting software.
10. Obtain bank statements immediately after the end of the month and prepare monthly bank reconciliation statements.
11. Ensure cash liquidity for the project by checking the balance of cash on hand and at bank at least once a week and submit request for funds transfer to HQ Finance when the cash and bank balance is low.
12. Check and valid Working Advance Clearance Report (WA Clearance Journal) according with MRCS Financial Regulation and Financial Guidelines.
13. Prepare monthly financial reports in time and submit to Program Coordinator and MRCS HQ on/ before the 15th day of the following month.
14. Check and counting cash on hand with cash book at least once a week.
15. Maintain Assets Register for assets purchased with project fund.
16. Assist and provide project staff to prepare budget, monitoring to budget and share up to date budget balance for implementation.
17. Perform any task assigned by Director of Finance and Program Coordinator.

Skills and Competencies Requirement

- **Must be a Myanmar National**
- **Age under 45 years old**
- Any Graduate with Group Diploma in LCCI level 3
- Minimum 2 year of experiences in Accounting field
- Well-developed computer skills, with demonstrated competence in Excel, Word and Power point (English and Myanmar)
- Strong skill in numerical recording, data maintenance
- Strong interpersonal and communication skills
- Well organized, efficient, with excellent attention to detail and ability to meet deadlines
- Ability to manage and priorities multiple tasks, take initiative and problem solve

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- Able to work well in a team and live in stressful situations
- Ability to travel anywhere at short notice
- Ability to operate motorbike safely and must have driving license
- Ability to work by using both Myanmar and English language

****Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:**

Head Office:

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

Email: mrcshrrecruitment@redcross.org.mm

For more information and application, please visit to the www.redcross.org.mm

Branch Office:

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

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

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