



Career Opportunities

Position Title	: Finance Officer
No. of Post	: (1) Post
Report to	: Country Representative-Myanmar, German Red Cross
Department	: German Delegation Myanmar Office
Project Name	: MRCS-GRC Urban DRR Yangon Project
Duty Station	: 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	: (21/ 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: Strategy 2016-2020 of the Myanmar Red Cross Society (MRCS) place emphasis on developing a partnership framework for better and reliable engagement with, and transparent accountability to partners that we work with. One approach towards improving our effectiveness and building greater accountability in all MRCS work is to establish a more systematic and coordinated focal department towards communicating with all Movement and Non-Movement partners as well as with other key stakeholders including government departments and ministries.

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Known as Partners Relations Department within the MRCS National Head Quarter structure, this department aims to improve coordination, communication and collaboration between MRCS and partners through the provision of/ exchanging timely, relevant and accurate information and supports an environment of transparency and accountability of National Society.

Purpose of the Position: The Finance Officer 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 supports 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 Officer is responsible for supporting all financial matters related to GRC country office, and in particular FFO GPI project funds use, budgets, compliance, procurement and financial reporting. Support Myanmar Red Cross Society on financial, compliance and administrative matters related to GRC internal and donor requirements. The position ensures financial monitoring and regular budget follow-up and control in close collaboration with GRC Project Delegate and the Finance Manager, who guides and supervises the Finance Officer.

Duties and Responsibilities

Financial Management

1. Ensure GRC offices' daily finance operations, and in particular FFO GPI project deposits and transfers are managed in an efficient and timely manner.
2. Support the GRC bank accounts in Myanmar including reception of transfers from HQ and transfers between currencies.
3. Ensure payments are issued against Invoices from suppliers, vendors and/or 3rd parties on time (either check or cash).
4. Issue and reconcile working advances, per diems and travel costs for GRC-seconded staff
5. Process transfers to MRCS for GRC-supported project in a timely manner.
6. Ensure the standard operating procedures on petty cash are being complied with, particularly in terms minimum cash balance, cash disbursement, safety and security.

Accounting

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7. Support the Myanmar country office's accounting, and in particular for FFO GPI project, and submission of accounting files and documents to GRC HQ.
8. Post and allocate all expenses and receipts incurred by the office and GRC projects to AKS Funds Pro (GRC's accounting software).
9. Carry out month/year end closing procedures and submit to GRC HQ in a timely manner
10. Ensure all expenses are justified with necessary supporting documentation according to GRC policies and procedures.
11. Provide direct supervision, on-the-job training and guidance as required for day-to-day, monthly, quarterly and annual accounting and finance processes.

Financial Reporting

12. Review monthly financial reports and provide necessary assistance.
13. Review monthly finance reports including eligibility of expenses, prior approvals and compliance with project agreements/grant letters and other policies and procedures.
14. Clarify and correct problems with the finance reports.
15. Support MRCS finance personnel on GRC finance procedures.
16. Support the GRC Delegates and Finance Manager to prepare budget forecasts.

Compliance and Audit

17. Monitor compliance with GRC and donor requirements, rules and regulations.
18. Support on assistance provided during periodic finance delegation monitoring from regional office/NHQ.
19. Support on assistance provided to internal and external auditors.

Collaboration

20. Collaborate efficiently with MRCS and GRC-seconded country office staff to ensure they have needed support and knowledge of GRC financial procedures and systems.
21. Inform on the forms, budget codes, etc. to be used.
22. Assist project program coordinator and finance manager staff in preparing budgets during budget preparation and budget revision rounds.
23. Maintain efficient and professional working relationships and communication channels

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

Treatment of information

25. Register and treat information related to Red Cross and its staff with confidentiality and accuracy
26. Be aware of activities of other MRCS projects, especially those with linked or similar project objectives, locations and activities

Skills, Competency and Requirements

- **Must be a Myanmar National**
- **Age under 50 years old**
- University degree or equivalent professional qualification such as B.Com, B.Act or any degree with Diploma in Accounting or equivalent CPA or ACCA are preferable
- Relevant training in financial management and services
- Master of International Relation, Public Relations and Social Science will be preferable
- 2 years' experience of analyzing, planning, managing finances and budgets
- 1 years' experience of working for a humanitarian aid organization in financial management in developing countries
- Experience of working for the Red Cross/Red Crescent is preferable
- Knowledge of general accounting software systems
- Knowledge of basic finance procedures (payments, receipts, working advances, bank reconciliation, etc.)
- Specific knowledge on accounting software packages is preferable
- Interpersonal communication skills
- Ability to work under pressure and with tight deadlines
- Self-supporting in computers (Windows, spreadsheets, word-processing)

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- Strong skills in general administration, oral and written communication is preferable
- Fluent in English and Myanmar

****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

Branch Office:

Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung 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.

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