



Career Opportunities

Position Title	: Finance Office
No. of Post	: (1) Post
Report to	: Program Coordinator
Department	: Rakhine Operations Management Unit
Program	: Community Resilience Program
Duty Station	: Minbya
Grade	: D1
Benefit Packages	: Salary + Accommodation Charges + 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	: (10/08/2020), 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: MRCS in collaboration with IFRC is planning on implementing an BRC funded programme in Central Rakhine State. The project seeks to contribute to the increase of overall resilience of communities both directly and indirectly affected by communal violence. The project will target two townships in Central Rakhine State, namely Sittwe and Minbya Townships. The project will strengthen Myanmar Red Cross Society (MRCS) capacity to engage communities in resilience programming through training and awareness building. The project will also seek to address an observed lack of

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awareness surrounding hygiene practices in villages through direct interaction with community members. MRCS is seeking **Finance Officer** to join this team.

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. The Finance Officer will be based in Minbya, as part of the Rakhine Operations Management Unit, and will work under the direct supervision of the Community Resilience Program Coordinator. He/She will closely coordinate with the Minbya, Sittwe and H.Q Operations Team, Finance Team, Sittwe and Minbya Township Red Cross Branches, Partners, beneficiaries and Community Based Organizations. The Finance Officer will be closely supported by the Senior Finance Officer who will provide technical and operational guidance.

Duties and Responsibilities

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.

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.

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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:

4.4 Monthly Bank Reconciliation Statement together with scan copy of Bank statement.

4.5 Month – end working advance balance.

4.6 Month - end cash balance statement signed by Hub Manager.

4.7 Budget Utilization Statement (shared with Hub manager, Project Coordinator and Project Officers).

4.8 Inform bank balance to HQ finance and Hub Manager once a week.

5.Reconciliation

5.1 Reconcile the working advance balance with Project Officer.

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 to.

6.2 Coordinate and cooperate with project and program personnel for successful implementation of activities.

6.3 Provide financial advice to project personnel.

6.4 Contact HQ Finance department for financial advice and technical assistance.

7. Coordination & Cooperation

7.1 Collaborate and coordinate with program and supporting teams in Rakhine State to share experiences and standardize tools and approaches.

7.2 Carry out any other tasks assigned by the Hub Manager or Program Coordinator

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Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age between 23 years and 50 years old**
- B. Com /B. A (Eco) is mostly preferable (or) Any Graduate with Diploma in Accounting (or) equivalent Accounting Certificate
- Minimum 2 years working experience in Finance and Accounting of Community based project/ program management with NGOs or relevant government departments/Environment
- Experience of working with communities in conflicts/disasters
- Previous experience of working with cash-based interventions would be advantageous
- Experience of contributing to conception, preparation, management, supervision and evaluation of multi-sectorial, community-based programs aimed at increasing resilience
- Previous experience of working in Rakhine would be advantageous
- Computer literacy (Word, Excel, Power Point) in both Myanmar and English and data management skills
- Ability to travel frequently to program sites in Sittwe and Minbya
- Ability to manage and prioritize multiple tasks, takes initiative, work well in a team and live in stressful situations
- Good Personality, attitude, communication and facilitation skill
- Ability to work in different communities
- Interest in learning about the Red Cross/Red Crescent Movement
- Strong interpersonal and communication skills including excellent oral and written English language skills

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****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: mrcrsp@gmail.com

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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