



### Career Opportunities

<b>Position Title</b>	<b>: Sr. Finance Officer</b>
No. of Post	: (1) Post
Report to	: Hub Manager
Department	: Rakhine Operations Management Unit
Duty Station	: Sittwe
Grade	: E-1
Benefit Packages	: Salary + Staff house + Hardship Area Allowance + Insurance +Communication Charges + Travelling Allowance+ Home Return Leave /Annual Leave+ Quarantine Leave + Casual Leave+ Medical Certificate Leave + Maternity Leave + Substituted Leave
<b>Application Deadline</b>	<b>: (26/01/2021), 16:30</b>

**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.

#### **(Brief Intro About Department or Program/Project)**

In 2017, MRCS is increasing its engagement in Rakhine state through immediate, medium and long-term support to people affected by communal violence. MRCS is setting up Operation Management Unit. With the support of IFRC and other partner national societies, MRCS has initiated Resilience and Branch Capacity Building Development program in Sittwe, Ponnagyun, Kyauktaw, Mrauk-U, Minbya, Myae Bon, Pauk Taw, Maungdaw, Buthidaung, and Rathedaung Townships. The programme is strengthening Myanmar Red Cross Society (MRCS) capacity to engage communities in resilience

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programming through Health, WASH, Livelihood and DRR, training and awareness building. The programme will also seek to address an observed need of health services and lack of awareness surrounding hygiene practices in villages through direct interaction with community members. MRCS is seeking a Senior Finance Officer to join this team. The position is based in Sittwe and travelling to field area as necessary. The position is initial three months and high possibility of extension as long-term program.

**Purpose of this position:** Senior Finance Officer has a general responsibility to ensure that the funds are properly managed and assist to the Hub Manager in the implementing of program activities within the framework of the MRCS policies, regulations and procedures.

## **Duties and Responsibilities**

### **1. Planning and Budgeting**

- 1.1 Assist in the forecasting of monthly, quarterly and annual planning and budgeting.
- 1.2 Request monthly or quarterly working advance to Head Quarter (HQ).

### **2. Cash and Bank Management**

- 2.1 Acknowledge receipt of cash transfers from HQ.
- 2.2 Withdraw cash from bank and disburse to the respective personnel.
- 2.3 Receive cash refund from project personnel with cash receipt voucher.
- 2.4 Deposit all cash receipts into bank immediately.
- 2.5 Maintain and update the cash and bank book.
- 2.6 Submit the daily cash balance to Hub Manager for physical cash counting.
- 2.7 Perform monthly bank reconciliation with bank statement.
- 2.8 Inform bank balance to HQ Finance and Hub Manager once a week.

### **3. Checking, Validating and Disbursing**

- 3.1 Check monthly or quarterly working advance request with Plan of Action and Budget.
- 3.2 Arrange for the disbursing and transferring of cash to project personnel and suppliers.

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3.3 Inform cash remittance to the respective personnel.

3.4 Check the working advance clearance and reimbursed expenses in accordance with the financial regulations, procedures and manuals.

3.5 Check the payment of procurement in accordance with financial procedures and procurement procedures and checklists.

3.6 Report to and receive instruction from HQ Finance Department regarding compliance of financial regulation, manuals and instructions.

#### **4. Reporting**

4.1 Submit the complete financial reports to Hub Manager for validation.

4.2 Send the complete monthly financial clearance reports to HQ Finance Department.

4.3 Submit the individual monthly working advance balance to Hub Manager.

4.4 Send the monthly financial report to HQ Finance after validation by Hub Manager.

4.5 Share monthly, quarterly and annual budget utilization with project and programme personnel.

#### **5. Reconciliation**

5.1 Reconcile the working advance balance with project personnel regularly.

5.2 Reconcile the monthly working advance balance with HQ Finance.

#### **6. Coordination and Collaboration**

6.1 Work in close coordination and cooperation with program team and actively share information and resources.

6.2 Coordinate through Hub Manager with delegates on a regular basis regarding implementation.

6.3 Coordinate through Hub Manager with team members of H.Q operations management unit and technical department as necessary.

6.4 Coordinate with MRCS Finance department for technical support.

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6.5 Participates in coordination meeting and provide information as needed and to keep updated information of current issues and trends related to the responsibilities of the job.

## 7. General

7.1 Make sure the financial regulations, procurement procedures, checklists and instructions of MRCS are fully understood and adhered to.

7.2 Provide technical advice to project and programme personnel.

7.3 Be Independent in checking the expenses of various projects.

7.4 Mutual understanding and respect is essential.

7.5 Responsible for the projects funded by ICRC, AmRC, GRC, NRC and IFRC -BRC in Rakhine State.

7.6 Perform any task allocated by Hub Manager.

## Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age between 25 to 50 years**
- University Degree / B.Com / B.Act (or) any degree with Diploma in Accounting Certificate
- At least 2 years professional experience in finance and accounting field
- Experience in preparing monthly, quarterly and annual financial reports
- Experience in administrative office works
- Experience in using Email/ Gmail is essential
- Previous experience of working in Rakhine would be advantageous
- Experience of working with communities in conflicts/disasters
- Computer skill in MS Office in both Myanmar and English and accounting software is an asset
- Should have strong facilitation, communication, coordination and interpersonal skills
- Ability to manage and prioritize multiple tasks, takes initiative, work well in a team and live in stressful situations
- Ability to travel frequently to program sites

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- Ability to work effectively with the two ethnic communities in the state and international staffs.
- Interest in learning about the Red Cross/Red Crescent Movement
- Strong interpersonal and communication skills including excellent oral and written English language skills

**\*\*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](mailto: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](http://www.redcross.org.mm)

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

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