



# Myanmar Red Cross Society

HR- Field VA No.006 – Finance Officer



**Myanmar Red Cross Society (MRCS)** is a volunteer-based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

## Finance Officer

**No. of Post** : 1 Post  
**Report to** : Sr. Program Coordinator  
**Department** : Rakhine Operations Management Unit  
**Project/Program** : Community Resilience Program  
**Duty Station** : Minbya  
**Grade** : D-1  
**Benefits** : Salary + Staff House + Hardship Allowance + Insurance + Training + Communication charges + Travelling Allowances + Home Return Leave/ Annual Leave + Casual Leave + Quarantine Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

**Application Deadline** : 25.05.2022

**Myanmar Red Cross Society (MRCS)** is a 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 an operation Management Unit. Sittwe, Minbya, Myaebon, and Pauk Taw Townships areas are under the management of Sittwe hub office. MRCS in collaboration with IFRC is planning on implementing a BRC-funded programme in central Rakhine State. The Project seeks to contribute to the

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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 the 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 awareness surrounding hygiene practices in villages through direct interaction with community members. MRCS is seeking (1) a Finance Officer to join this team. The program period is an initial three months and a high possibility of extension as a long-term program.

## Purpose of the 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 implementation 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, Senior Program Coordinator. He/She will closely coordinate with the Minbya, Sittwe and HQ 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

### **Planning and Budgeting**

1. Assist in the preparation of Annual and Quarterly plans of Action.
2. Prepare the Quarterly Cash Requirement and submit it to Hub Manager for approval.
3. Check the monthly or quarterly working advance request with the budget and plan of action.

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## Cash and Bank Management

4. Acknowledge receipt of cash transferred from HQ by bank transfer.
5. Withdraw cash from a bank and disburse working advance to program personnel.
6. Receive cash refund from program personnel entered in cash receipt voucher.
7. Deposit all cash receipts into the bank immediately.
8. Prepare and update the cash and bank book daily.
9. Submit the cash balance to Hub Manager for physical cash counting at least twice a month.
10. Make monthly bank reconciliation with the bank statement.

## Checking, Validating, and Disbursing

11. Check all expenses in accordance with the financial regulations, procedures, and manuals.
12. Check and validate the payment of procurement in accordance with financial regulations and procurement procedures.

## Reporting

13. Submit the complete financial reports to Hub Manager for approval.
14. Send the complete financial reports to HQ monthly with all original documents.
15. Send the following monthly financial report to HQ Finance regularly:
16. Monthly bank reconciliation statement together with scan copy of the Bank Statement.
17. Month-end working advance balance.
18. Month-end cash balance statement signed by hub manager.
19. Budget Utilization Statement (shared with Hub Manager, Project Coordinator, and Project Officers).
20. Inform bank balance to HQ Finance and Hub Manager once a week.

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## Reconciliation

21. Reconcile the working advance balance with Project Officers.
22. Submit the individual and Hub Office working advance balance to Hub Manager monthly.
23. Reconcile the working advance balance with HQ Finance monthly

## General

24. Ensure that financial regulations, procurement procedures checklists, and instructions are understood and adhered to.
25. Coordinated and cooperate with project and program personnel for successful implementation of activities.
26. Provide financial advice to project personnel.
27. Contact HQ Finance Department for financial advice and technical assistance.

## Coordination and cooperation

28. Collaborate and coordinate with the program and supporting teams in Rakhine State to share experiences and standardize tools and approaches.
29. Carry out any other tasks assigned by the Hub Manager or Senior Program Coordinator.

## Skills, Competencies, and Requirements

- B. Com/ B. Accounting 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 or working with communities in conflicts/ disasters

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- Previous experience in working with cash-based interventions would be advantageous
- Good Knowledge of processes for community-based development programs
- Computer literacy (Word, Excel, Powe Point) in both Myanmar and English and data management skills
- Good interpersonal communication and facilitation skills in team and community
- Good coordination and cooperation with stakeholders
- Ability to manage and prioritize multiple tasks, takes initiative, work well in a team and live in stressful situations.
- Good Physical and Mental Healthy
- Ability to harmonize team members and build the team spirit
- Flexibility and support to emergency intervention as required
- Ability to travel frequently to program sites
- Ability to work effectively with the different ethnic communities, religions, and other groups in the state and international staff.
- Ability to follow Red Cross (7) fundamental principles, MRCS Policy, strategies, guidelines, staff regulations, and code of conduct
- Interest in learning about the Red Cross/ Red Crescent Movement
- Shall be free from party politics
- Must be Myanmar Language
- 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:**

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**Head Office:**

**Myanmar Red Cross Society**

**Razathingaha Road, Dekhinathiri,**

**Nay Pyi Taw.**

**(or) Email: [mrcshrmaungdaw@redcross.org.mm](mailto:mrcshrmaungdaw@redcross.org.mm)**

**Branch Office:**

**Myanmar Red Cross Society**

**Bawdi street, Kaypyin Gyi quarter,**

**Sittwe Township, Rakhine State.**

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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