



Myanmar Red Cross Society

HR-HQ VA No. 025 – Assistant Finance Officer



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

Assistant Finance Officer

No. of Post	: 1 Post
Report to	: Deputy Director
Department	: Finance Department
Project/Program	: Access to Primary and Secondary Health for Vulnerable Groups in Rakhine
Duty Station	: Nay Pyi Taw/Yangon
Grade	: D-1
Benefits	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

Application Deadline : 29-March-2023, 16:30

Background of Department

A critical success factor for the **Finance Department** is to help secure, enhance, and maintain the finance capacity required to attain the overall vision, mission and strategic objectives of Myanmar Red Cross Society.

Purpose of the Position

Assistant Finance officer has a general responsibility to ensure that the funding is properly managed and to assist in the implementing of project activities within the framework of the MRCS policies, regulations and procedures.

Duties and Responsibilities

Planning and Budgeting

1. Assist in the forecasting of monthly, quarterly and annual plan and budget.
2. Prepare and share monthly, quarterly and annual budget utilization of the project within the allocated time.
3. Assist in proper revision of budget in accordance with guidelines and procedures.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities' members in our programs"

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality

MRCS-NRC/Assistant Finance Officer for NayPyiTaw/Yangon/Access to Primary and Secondary Health for Vulnerable Groups in Rakhine

/Finance Department (15/3/2023)

Page 1 of 3



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Checking, Validating and Disbursing

4. Check the monthly or quarterly working advance request with budget.
5. Arrange for the disbursing and transferring of cash to project and Programme personnel, customer and project townships.
6. Inform cash remittance to the respective personnel of project townships, HQ staff and suppliers.
7. Check and validate the working advance clearance and reimbursed expenses in accordance with the financial procedures and manuals.
8. Check and validate the payment of procurement in accordance with financial procedures and procurement procedures.

Financial transactions and Reporting

9. Budgeting process in the system.
10. Financial transactions processing in the system.
11. Generate financial reports.

Reconciliation

12. Reconcile the working advance balance regularly with project townships and HQ staff.
13. Reconcile the working advance balance with IFRC monthly.
14. Submit the monthly reconciliation statement to Deputy Director.

Finance Development

15. Responsible for the finance development of related project and Programme personnel by cooperating with Finance Development team.

General

16. Ensure the understanding of financial regulations, procurement procedures, checklists and instructions of MRCS.
17. Coordinate and cooperate with project and programme personnel.
18. Provide the financial advice and assistance to project and programme personnel.
19. Mutual understanding and respect between project, programme staff and finance staff is essential.
20. Perform any task allocated by Deputy Director.

Skills, Competencies and Requirements

- **Must be University graduated with LCCI Level II Diploma Certificate**

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- At least 2-year professional experience in finance and accounting field
- Computer skill in MS Office and accounting software is an asset
- Experience in preparing monthly, quarterly and annual financial reports
- Ability to work well in a team and dealt with stressful situation
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Understanding of commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- Experience of working for the Red Cross/Red Crescent is preferred
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- **Red Cross Volunteers and females are encouraged to apply**

****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 (or)

Branch Office:

Myanmar Red Cross Society

No. 42, Red Cross Building, Strand Road,

Botataung 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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Page 3 of 3