



Myanmar Red Cross Society

HR-HQ VA No. 039 – Senior Finance Officer (Seconded Staff)



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

Senior Finance Officer (Seconded Staff)

No. of Post	: 1 Post
Report to	: Finance and Admin Manager (Seconded Staff)
Department	: Swedish Red Cross Delegation Office In Myanmar
Duty Station	: NayPyiTaw/Yangon
Grade	: E-2
Benefits	: Salary + Insurance + Supplementary Allowance + Training +Travelling Allowances + Casual Leave +Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Home Leave + Substituted Leave+ Paternity Leave + Compassionate Leave + Blood Donation Leave

Application Period : 7-March-2024 to 21-March-2024, 16:30

Background of Department

Swedish Red Cross (SwRC) Delegation Office In Myanmar is working together with the Myanmar Red Cross Society for humanitarian movement. SwRC has a permanent presence in Myanmar to boost operation cooperation and further strengthen the partnership with the National Society's capacity since 1979. Currently, SwRC has been 5 projects implementing and 2 projects at the evaluation stage with MRCS. Especially we are working with the Health department. With the Health Department, the projects are the MOCHA Response, Children of the World, and Music Aid projects. And other projects for Initial Response and National Society Development projects.

Purpose of the Position

The **Senior Finance Officer (Seconded Staff)** is a position that has an employment contract with the Myanmar Red Cross Society (MRCS) and is seconded to the Swedish Red Cross (SwRC) Delegation Office in Yangon. He/She has the general responsibility for reviewing and consolidating financial matters related to SwRC-funded Projects within the framework of the MRCS, SwRC, and Donor policies, regulations, and procedures, including budgets compliance, financial reporting, and supporting the Myanmar Red Cross Society as required.

"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-SwRC/Senior Finance Officer for NayPyiTaw/Yangon/Swedish Red Cross Delegation Office In Myanmar (7/3/2024)



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This position ensures financial monitoring and regular budget follow-up in close collaboration with the Delegate and the Finance & Admin Manager, who guides and supervise the Senior Finance Officer, in accordance with MRCS and SwRC policies, procedures, and internationally accepted accounting principles.

Duties and Responsibilities

Financial Management

Responsible for budgeting control and reporting, for assigned projects, managed in an efficient, timely manner and in accordance with MRCS and SRC policies and procedures.

1. Responsible for the day-to-day general financial and administration of the organization, assisting Finance & Admin Manager and support the team.
2. Handle and Communicate with the related banks in Myanmar and the banking process including writing cheques, reception of transfers from SRC HQ, and internal transfers between currencies.
3. Ensure that all payment requests have relevant supporting documentation and signatures properly authorized by the authorization limits set by SwRC before payment.
4. Ensure standard operating procedures on petty cash are being complied with particularly in terms of minimum cash balance, cash disbursement, safety, and security.
5. Consolidate and reconcile monthly working advances, financial data entry, translating, and vouchering.
6. Communicate with the National Society for the payment of other contributions in order to the agreement.
7. Attend budgeting, finance, and evaluation meetings for projects with the National Society if required.

Accounting

Preparing for the country office's accounting, and submission of monthly reports and documents to SwRC HQ.

8. Prepare payment vouchers, requesting invoice, cash receipts, and supporting documents.

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9. Maintain records of financial transactions ensuring that all payment-related documents are properly and organized for easy future reference.
10. Maintain accurate banking records, cashbook records, and ensure necessary signatures/approvals.
11. Allocate all expenses and receipts according to budget code of office expenses and assigned project.
12. Assist to Finance and Admin Manager in monthly cash counting and reconciliation of working advance.

Financial Reporting

Responsible for monthly and annual financial reports for assigned project, office expenses, and submission of reporting files and documents to SwRC HQ.

13. Review and consolidate monthly and annual financial reports including prior approvals, compliance with project agreements, and SwRC and MRCS policies and procedures.
14. Assist to Finance & Admin Manager in preparing monthly end closing office expense report, ledger, bank and cash reconciliation report and submit to SwRC HQ in a timely manner.
15. Clarify and correct problems with the project financial reports.
16. Support MRCS finance team on SwRC/Donor finance procedures.
17. Support the SwRC Delegates and Finance & Admin Manager to prepare budget planning and reporting.

Compliance and Audit

18. Monitor compliance with MRCS, SwRC and Donor requirements, rules and regulations.
19. Ensure compliance during periodic finance delegation monitoring from regional office.
20. Support on assistance provided to internal and external auditors.

Collaboration

21. Collaborate efficiently with MRCS and SRC country office staff on loan to ensure support and knowledge of MRCS and SRC financial procedures and systems.

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22. Assist in budget preparation and review activity code in the monthly project financial report before finalized.
23. Maintain efficient and professional working relationships and communication channels.
24. Assist MRCS and SRC in identifying and analysing risks/challenges/issues faced by projects or project teams to ensure appropriate solutions and support as needed.

General

25. Assist and support to the Office administration set-up to fulfilling requirement order in time.
26. Perform any other related tasks assigned by direct supervisor and the department.

Skills, Competencies and Requirements

- **Must have relevant university degree or equivalent professional qualifications such as B. Com, B. Act, or any degree with Diploma in Accounting or equivalent ACCA level are preferable**
- Relevant training in financial management and Accounting Field
- Minimum 3 to 4 years of experience of analysing, planning, managing finances and budgets and 1 year of experience of working for a humanitarian aid organization in financial management
- Strong Interpersonal and communication skill, and general administration skills in both oral and written communication
- Self-supporting in computers (Windows, Office, Spreadsheets, Word)
- Specific knowledge on accounting software packages, and general accounting software systems
- Knowledge of basic finance procedures (payments, receipts, working advances, bank reconciliation, etc.)
- Ability to work under pressure and with tight deadlines
- 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

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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: mrcshrrecruitment@redcross.org.mm (or)

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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