



## Myanmar Red Cross Society

HR-VA No.- 018 – Field 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.

### Field Finance Officer

No. of Post	: 1 Post
Report to	: Field Operation Manager
Program/Project	: MRCS Earthquake Response & Relief Operation
Department	: Mandalay Earthquake Relief and Recovery Operation (ERRO) Team
Duty Station	: Sagaing
Grade	: D-1
Benefits	: Salary + Insurance + Monthly Allowances+ Periodic Allowances+ Training + Communication charges + Travelling Allowances + Home Return Leave/ Earned Leave + Casual Leave + Quarantine Leave + Medical Certificate Leave + Maternity Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave+ Substituted Leave

**Application Period** : 6-February-2026 to 11-February-2026, 16:30 p.m.

**Brief Intro About Department or Program:** The Earthquake Operation under the Myanmar Red Cross Society (MRCS) is a dedicated emergency response initiative designed to address the urgent humanitarian needs resulting from the recent earthquake that has impacted multiple regions across Myanmar. Coordinated with support from both domestic and international partners, the operation aims to provide timely and effective assistance in key sectors such as shelter, health, water and sanitation, livelihood recovery, and protection services. **The Earthquake Operation is managed under the Mandalay Earthquake Relief and Recovery Operation (ERRO) Team**, working in close collaboration with MRCS internal departments, branches, volunteers, and communities to ensure a well-coordinated, people-centered response aligned with MRCS's strategic priorities and operational guidelines.

**Purpose of the Position:** Within the frame work of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movement, Finance Officer will assist

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"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-IFRC/ERRO Team/Field Finance Officer (Sagaing)/6/2/2026*



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the Field Manager and technical supports to the field project implementers to achieve the objectives of the project by close coordination with Finance Departments of MRCS.

### Duties and Responsibilities:

#### **Main Tasks and Responsibilities**

1. Support to the Field Manager for preparation of monthly cash request for the project.
2. Check and validate working advance requests, invoices and claim bills for Regional Office before payment and ensure compliance with Financial Regulations and procedures, and donor requirements.
3. Cash withdraw from Bank and disburse as payment.
4. Maintain safe box and safe box keys in line with financial regulations.
5. Co-sign cheques and disburse working advances and expenses for Office immediately after withdrawing from bank.
6. Provide the train the Field Project Staffs to do proper recording and reporting of expenses in accordance with MRCS donor guidelines and filling of Office related documents.
7. Review the expenses of each sector and provide feedback to concerned Branch Staff whenever necessary.
8. Monitor working advances of Regional Staff and report delays in clearing of advances.
9. Maintain cash book, general ledger and other financial records for recording of all financial transactions of Taunggyi Office by manual or accounting software.
10. Obtain bank statements immediately after the end of the month and prepare monthly bank reconciliation statements.
11. Ensure cash liquidity for the project by checking the balance of cash on hand and at bank at least once a week and submit request for funds transfer to HQ Finance when the cash and bank balance is low.
12. Check and valid Working Advance Clearance Report (WA Clearance Journal) according with MRCS Financial Regulation and Financial Guidelines.
13. Prepare monthly financial reports in time and submit to Field Manager and MRCS HQ on / before the 15<sup>th</sup> day of the following month.
14. Check and counting cash on hand with cash book at least once a week.

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15. Maintain Assets Register for assets purchased with project fund.
16. Assist and provide project staff to prepare budget, monitoring to budget and share up to date budget balance for implementation.
17. Perform any task assigned by Director of Finance and Field Manager.

### Skills, Competencies and Requirements:

- **Must be University Graduate with Group Diploma in LCCI level**
- Minimum 1-year experience in emergencies and community-based programs
- Well-developed computer skills, with demonstrated competence in Excel, Word and Power point (English and Myanmar)
- Strong skill in numerical recording, data maintenance
- Strong interpersonal and communication skills
- Well organized, efficient, with excellent attention to detail and ability to meet deadlines
- Ability to manage and priorities multiple tasks, take initiative and problem solve
- Ability to travel anywhere at short notice and handle high stress and tight deadlines
- Ability for follow Red Cross (7) Fundamental Principle, MRCS Policy, Strategies and Guidelines
- Understanding of Commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- **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 Tsh,**

**Nay Pyi Taw**

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

**Yangon Office:**

**Red Cross Building**

**No.42, Strand Road, Botahtaung Township,**

**Yangon**

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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