



Pluralism | Diversity | Inclusion

Vacancy Announcement [Finance Assistant]

Job title and Position "Finance Assistant"	
Reports to	Senior Finance Officer
Hierarchy	-
Grade:	N2-A
Contract Duration	6 - Months
Duty Station	Yangon – 100%



CSI Organizational Profile

Center for Social Integrity is a nonprofit organization dedicated to fostering pluralism, diversity and inclusion through three program pillars: Humanitarian and Development, Peace and Conflict, and Research and Policy Advocacy. CSI was founded in 2016 with a focus on long-term peace building, as well as immediate protection and aid for communities affected by conflict. CSI program regions include northern and central Rakhine State, and the Rohingya refugee camps of Cox's Bazar District, Bangladesh.

Job purpose

WHY A CAREER WITH CSI? At CSI, we offer exciting and challenging careers that play an important role in positively impacting the futures of vulnerable families, especially the lives of women and girls worldwide. Inspired by our defined set of values, CSI is active in northern and central Rakhine State and the Rohingya refugee camps of Cox's Bazar District, Bangladesh supporting communities to build a peaceful, cohesive, and pluralistic society, where human dignity is protected, and diversity is recognized as a source of Pluralism | Diversity | Inclusion Center for Social Integrity www.centerforsocialintegrity.org info@csi-global.org strength. Our unique culture fosters diversity and a workplace that strives to ensure all our employees feel respected and included. We offer generous compensation and benefits program and a supportive and meaningful environment where we work together to achieve our goals. Come and be a part of our high-performing team together. We foster a society in which diverse peoples work collectively towards peaceful coexistence and resilience.

Center for Social Integrity

www.centerforsocialintegrity.org
info@csi-global.org



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Scope of Role

Financial Approval: No

External Representation: Interpersonal contact regular and varied in both oral and written.

Travel: Up on requested in Canter for Social Integrity

Responsibilities:

- Prepare bank disbursement vouchers and payments and ensure all financial transactions follow CSI and procedures. Gather and review all required supporting documentation prior to issuing payment.
- Ensure payments in cash and bank is implemented as required and following CSI's finance procedure.
- Maintain accuracy in preparing bank transfer, issuing cheque and cash payment and individual bank cash withdrawal.
- Ensure the cash closing balance reconcile with the cash at hand. Immediately report any discrepancy in cash to the supervisor.
- Verify accuracy of all invoices and assure proper allocation of expenditures to funding sources and expense categories and submit to Deputy Finance Coordinator.
- Work closely with CSI based Operations and Program teams to resolve issues, address concerns and respond to requests for financial information.
- Follow up all the payments to respective vendors.
- Record daily expenses in accounting system, allocate account code and budget codes to each line of expense according to CSI chart of accounts and update CSI and donor budget codes, in accordance with internal procedures, including translation into English.
- Upon the request from supervisor, prepare the documents need for the photocopies and scanning.
- Copy / scan all documents to be sent to the capital monthly and prepare the expedition.
- This list of responsibilities isn't exhaustive. Some other responsibilities / tasks can be added, upon request of the Head of Department.

Qualifications include Requirements/Qualification

- Qualifications include:
- Bachelor's Degree in relevant field preferred.
- Good writing, communication, organization, prioritization and negotiating skills.
- Good (English) verbal and written communication skills preferred.
- Computer literacy with a full knowledge of office applications.
- Excellent attention to detail and ability to complete tasks in a timely manner.
- Excellent teamwork abilities and interpersonal skills.
- Demonstrated flexibility, creativity and enthusiasm as well as a willingness to learn and to be continually adaptive within a dynamic and often self-directed working environment mandatory.
- Respect and keep professionalism and confidentiality.
- Proactive, problem-solving action orientation is essential.



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Direct reports

List by job title any positions to be supervised by the incumbent.

CSI will offer the successful applicant.

- Competitive salary package depending on experience and skills.
- Medical benefits
- Phone top-up cards
- Public holidays as per Government announcement.
- Attractive leave package

Child Safeguarding Statement

CSI is committed to ensuring that wherever we work in the world, there is no tolerance for the abuse of power, privilege, or trust reinforces a culture of zero tolerance towards any form of inappropriate behavior, abuse, harassment, or exploitation of any kind. The safeguarding of our affected population, staff, volunteers, and anyone working on our behalf is our top priority, and we take our responsibilities extremely seriously. All staff and volunteers are required to share in this commitment through our Code of Conduct. We will conduct the most appropriate pre-employment references and checks to ensure high standards are maintained.

CSI is an equal opportunity, disability-confident employer, and committed to achieving the highest standards of fairness, diversity, inclusion, and equality.

Center for Social Integrity has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

How to Apply

Please email your cover letter and curriculum vitae mentioning the position to which you are applying in the subject line mentioned as "Finance Assistant" to jobs@csi-global.org

Application Deadline: No later than 5:30 P.M, 8th May 2024 (Wednesday)

Applications will be reviewed on a rolling basis so early submission is encouraged as soon as possible.

Women are strongly and locally encouraged to apply.

We thank all applicants for their interest, however only shortlisted candidates will be contacted for an interview.