Vacancy Announcement

Job Title: Finance Manager

No. of Vacancy: 1 Post

Date of Announcement: 4\(^{th}\) March, 2024

Closing date of Application: 14\(^{th}\) March, 2024

Duration of initial contract: 1 year (Including 3-month probation & with possible extension)

Report to: Technical Director (through Program Coordinator)

Duty Station: Yangon

The Substance Abuse Research Association (SARA) is a registered local NGO in Myanmar and was founded in June, 1999 with the following Mission and Objectives.

**Mission statement:** Substance Abuse Research Association’s (SARA) mission is to conduct research related to drug abuse and incorporate the findings into national drug policy, programs and services.

**Objectives of Substance Abuse Research Association:**

1. To conduct research related to drug abuse and to incorporate the findings into National Drug Policy and conduct yearly evidence-based drug abuse programs.

2. To enhance the recovery of people who use drugs and to enable them to return into mainstream Myanmar society through conducting evidence-based quality services, and to reduce the burden of drug use on the community.

3. To work in close collaboration with relevant Government Departments and Organizations so that drug use prevention and treatment services become more effective.

4. To ensure sustainability of drug use services with the aim of continuous services.

The Substance Abuse Research Association (SARA) is looking for highly motivated and dedicated individuals who are eager to work together with SARA members in her fight to reduce harms associated with drug use. SARA is currently implementing harm reduction and drug use prevention projects in Kachin State and Sagaing Region.
**Duties & Responsibilities**

❖ Assist Program Coordinator and Technical Director related to budgeting for Proposal development in coordination with program team such as Project Manager, Senior Project Officer, Area Coordinator and Harm Reduction Officers, etc.

❖ Responsible for maintaining Finance Management System in line with Multiple Donors’ requirement and national Laws (Salary Taxation, Labor Law, Social Security/Insurance etc.).

❖ Provide capacity building initiatives through trainings, supervision and mentoring related to financial related matters.

❖ Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles.

❖ Responsible for timely submission of accurate and reliable Financial Reports to EC and Donors.

❖ Safe guarding the financial expenditures and assets in line with Donors’ and SARA’s guidelines.

❖ Responsible for communication/representation to stakeholders and Auditors including Donors under supervision/guidance of Program Coordinator, Technical Director and Executive Committee.

❖ Manage effective utilization as well as fund flow to implement the project activities smoothly.

❖ Drawing costed-workplan, cash projections, report reviews, budget review and amendments in collaboration with the project team for timely actions.

❖ Coach the Finance team in terms of the technical and professional skills by providing strong leadership and guidance.

❖ Responsible to take administrative task and other duties assigned by SARA EC and funding agency where and whenever necessary.

**Skills and Requirements**

❖ University Degree in B.Com, Master in Accounting, Business Administration or any other related field (CPA qualified or ACCA Strategic Professional Candidate is preferred.)

❖ Minimum 3-5 years' experience of relevant experiences including budget planning, budget forecasting, accounting, and analysis.

❖ Fluency in English in both writing and speaking skills.

❖ Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.

❖ Understanding of rules & regulations related to Global Fund & Access to Health projects funding reporting requirements.
❖ Proficient in financial software (e.g., Peachtree, MYOB, SQL etc.) and must have digital friendliness especially with all google services and Microsoft Office.
❖ Solution oriented and continuous learning mindset and creative thinking to improve the work processes are very much needed.
❖ Demonstrated skills in financial oversight of Humanitarian projects in Myanmar.
❖ Excellent organizational skills, solid verbal and written communication skills, attention to detail, high level of accuracy, efficiency and accountability is required.

**Working Condition**
Working Days: Monday to Friday, 8:30 AM to 4:30 PM.

**Travel**
The Finance Manager is expected to travel to Project Sites and other townships as and when required. The duration of travel will vary from 3 to 10 days in general.

**How to Apply**
Interested candidates who meet the above requirements are required to submit a Cover Letter, a comprehensive CV via e-mail only to sara.hro.ygn@gmail.com, CC: sara.ygn.aa@gmail.com, not later than 14th March 2024.

**Additional Considerations:**
❖ Please note that the closing time is 4:00 PM (Myanmar Standard Time).
❖ Earlier application is encouraged to every interested person. Position will be filled up soon after receiving the potential application.
❖ The existing staff of SARA is encouraged to apply.
❖ Only short-listed applicants will be informed of the date of Selection Interview.

Please do not send electronic scans of degrees, diplomas, certificates and the application must contain a phone number, email address, recent passport size photo and a statement of expected salary and two Referees: preferably, one from the current/last worked organization and one from an individual who can attest to the applicant's technical expertise.

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SARA is Equal opportunity employer for all applicants, and complies with applicable laws relating to employment practices.
SARA considers on the basis of merit without regard to age, sex (including gender identity or expression), sexual orientation, marital status, religion, race, color, national origin, disability or any other protected characteristics.
SARA has zero tolerance towards Sexual Exploitation, Harassment, Abuse, and any other types of abusive conduct.