KAREN ETHNIC HEALTH ORGANIZATION CONSORTIUM (KEHOC)
ဝါးဖြစ်ရာကြီးဝါးကြီးပေါင်းစုံငါးစုံ
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Ward No. 5, Kauk-Kyait Village,
Mawlamyine – Pa-an Highway, Pa-an Karen State

VACANCY ANNOUNCEMENT

The Karen Ethnic Health Organization Consortium (KEHOC) is looking for a qualified Finance Coordinator as follows.

**Position** : Finance Coordinator

**Number of posts** : 1 Post

**Report to** : Finance Manager

**Duty Station** : Hpa-an

**Primary Purpose of the Position**

The Finance Coordinator plays a vital role in ensuring the KEHOC’s financial stability and compliance. They are responsible for a wide range of financial tasks, including bookkeeping, budgeting, internal audit, fund allocation, and financial reporting. This position requires meticulous attention to detail, strong analytical skills, and a commitment to upholding the organization’s financial integrity.

**Essential Duties and Responsibilities**

**Financial Control and Bookkeeping:**

❖ Maintain accurate and up-to-date financial records in accordance with accounting principles and best practices.
❖ Process financial transactions in a timely and accurate manner.
❖ Reconcile bank statements and other financial accounts monthly.
❖ Assist in closing the books and preparing financial statements.

**Internal Audit:**

❖ Participate in the preparation and execution of internal control procedures.
❖ Identify and report on potential financial risks and control weaknesses.
❖ Recommend improvements to internal controls and processes.
Fund Allocation:

❖ Analyze budget needs and allocate funds accordingly, ensuring alignment with organizational goals.
❖ Monitor and track budget expenditures.
❖ Prepare reports on budget variances and provide recommendations for corrective action.

Asset and Liability Reconciliation:

❖ Regularly reconcile assets and liabilities to ensure accuracy and completeness.
❖ Conduct physical inventories to verify the existence of assets.
❖ Investigate discrepancies and implement corrective measures.

Financial Reporting:

❖ Assist in the preparation of comprehensive and accurate financial reports, including monthly, quarterly, and annual statements.
❖ Analyze financial data and prepare reports to provide insights into organizational performance.

Compliance:

❖ Stay informed of relevant regulatory, policy, and legal requirements related to financial management.
❖ Assist in ensuring the organization's compliance with these requirements.

Other Responsibilities:

❖ Work cooperatively with the Finance Manager and other members of the finance team.
❖ Assist with other financial tasks as assigned.
❖ Report to the Finance Manager on financial matters.
❖ Perform other relevant duties assigned by the supervisor and Senior Executive Officer.

Education, Technical Skills and Knowledge Required

• Bachelor's degree in Accounting, Finance, or a related field.
• Minimum of [3] years of experience in a relevant financial role.
• Strong understanding of accounting principles and best practices.
• Excellent analytical and problem-solving skills.
• Excellent communication and interpersonal skills.
• Ability to work independently and as part of a team.
• Required to work and travel to remote rural areas.
• Willingness and capability to comply with all relevant KEHOC policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies
• Working experience with International/Local NGOs
• Ability to communicate in spoken and written English, Karen and Myanmar.
• Respecting and Promoting Individual and Cultural Differences
• A good team player and good personal skill (honest, trust worthy, flexible and respectful) to coworkers and organizations.

Application Process:

Interested candidates should address the application to Admin and HR Coordinator, Ward No.5, Kauk-Kyait Village, Mawlamyine – Pa-an Highway, Pa-an or hr.kdhwkehoc@gmail.com with his/her Complete Curriculum Vitae, two recommendation letters, NRC copy, a photo taken within last three months, copy of certificate(s) and additional training attended.

Deadline of Application

The all-complete application should arrive by 26th March 2024.

Only short-listed candidates will be contacted for interview.

The Karen Ethnic Health Organization Consortium has a zero-tolerance for the Prevention of Sexual Exploitation, Abuse, and Harassment of beneficiaries. Protection from Sexual Exploitation, Abuse, and Harassment (PSEAH) is everyone’s responsibility, and all employees are required to adhere to the Code of Conduct, which enshrines the principles of PSEAH, at all times (both during work hours and outside work hours). Familiarization with and adherence to the Code of Conduct is an essential requirement of all staffs.