



Sun Community Health

No. 3/1, Kant Kaw Myaing Street, Ward 8, Yankin Township, Yangon.

Tel: +95 1-966 9901

VACANCY ANNOUNCEMENT #035-2024

6 May 2024

Sun Community Health (“SCH”) is a non-profit, non-political and non-sectarian organization. It is a local non-governmental organization in Myanmar and is established in particular to advance socially beneficial purposes in Myanmar by promoting and providing information, services and products related to the prevention, promotion, curation and rehabilitation of the major health services including but not limited to HIV/AIDS, malaria, tuberculosis, maternal and child health, reproductive health and non-communicable diseases with the aim of furthering good health, prosperity and the relief of poverty, distress and sickness. This also includes state-of-art training programs, quality assurance programs, and a robust supply chain and logistics system and health financing mechanisms. The Organization may also provide non-health related ancillary services that ensure and improve the well-being of its clientele.

SCH is practicing the right to freedom from all forms of sexual violence, injustice, discrimination and abuse (including child and adult at-risk abuse). We recognize the responsibility we have to guarantee on that we do not deliberately or inadvertently cause any harms to right holders and communities through our work – whether that is our staff and representatives of our contractor (internal and external stakeholders). SCH will not tolerate any form of discrimination, abuse, exploitation, harassment under any circumstances and will take strong disciplinary action. 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, 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 staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Job Title	: Finance Manager
Job/Role Grade	: 6/C
Report to	: Deputy Head of Operations
Contract Type	: Integrated Project Based
Unit	: Regional Support Unit
Require Position	: “1”
Office/ Assigned Area	: Yangon Regional Office

JOB SUMMARY:

Finance Manager is responsible for leading and management of financial and accounting function in line with SCH’s policy and guideline.

DUTIES & RESPONSIBILITIES:

The duties and responsibilities of **Finance Manager** includes:

- Assist Deputy Head of Operations in planning and management of financial related function of office (Budget estimation, ensure adequate amount at office and bank etc.);
- Lead the finance team to run smoothly day to day financial function;
- Liaise and coordinate between HQ and Regional Office for all financial function;
- Coach supervise staff to ensure effective and efficient performance and good service provision;
- Supervise and monitor daily cash operation, Quick Book data entry, transection and approve as necessary;
- Supervise and monitor all the expenses are in line with policies, guidelines and procedures;

- Involve in staff recruitment and involve in staff capacity building on financial related areas;
- Liaise with partner banks and Revenue Office for salary, bank transfer payment and income tax;
- Monitor and check contractual obligation with leasers, vendors, suppliers, services providers etc.
- Supervise and involve in timely and efficient accomplishment of all Financial related reports;
- Keep, follow and relay all updated financial policy, guideline, procedure to DHOO and respective staff;
- Liaise and act as a focal person related to internal/external financial audit matters of Office;
- Evaluate, analyze the finance related reports and submit summary report to DHOO quarterly.

KEY SKILLS

The key skills required for the position of **Finance Manager** include:

- **Leadership:** Must have strong leadership skills and demonstrate a strong ability to lead others.
- **Management Skill:** Must have good management skills and be able to manage a large, complex ad diverse business territory.
- **Organizational Skill:** Must be highly organized and be able to manage many processes and activities simultaneously.
- **Technical Skill:** Must have high professional skill in accounting and finance area.

QUALIFICATIONS:

- B. Com or any graduate with Diploma in Accounting (LCCI Level 3, ACCA)
- At least five years' experience in related field
- Highly skillful in the use of English language and computer software
- Should be organized, systematic, dynamic and must interact well with others.

APPLICATION:

Interested applicant, please send Application Letter, Curriculum Vitae (with “Three” referees, including your last employment for reference check) scan or copies of Qualification Documents and National ID as per following “APPLY LINK”, not later than on the evening of May 20, 2024 (Monday).

SCH National Headquarters Office: No. 3/1, Kant Kaw Myaing Street, Ward 8, Yankin Township, Yangon.

(Apply Link: <https://smrtr.io/knVPt>)

“SCH is practicing an Equal Employment Opportunity and considers all applications without discrimination of race, sex, religion, national origin, age, marital status, HIV/AIDS status and disability.”

Only short-listed candidates will be invited for relevant tests and/or personal interviews.

