

- Job location** : South Yangon
- Duration** : Up to December 2024 (Extendable base on budget)
- Vacancy opening date** : 14<sup>th</sup> May 2024
- Vacancy closing date** : 19<sup>th</sup> May 2024

### **Première Urgence Internationale (PUI)**

Première Urgence Internationale is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilian victims of marginalization and exclusion, those hit by natural disasters, wars, and economic collapses, by responding to their fundamental needs. Our aim is to provide relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. Main sectors providing assistance to around 4 million people in 22 countries in Africa, Asia, Middle East, South Caucasus and France: Health, WASH, Food Security and Nutrition, Shelter and Economic Recovery.

PUI has been working for the people of Myanmar on health and related issues since 1983, as **Aid Medical Internationale (AMI)**. The merger of PU and AMI in 2011 strengthened our ability to provide integrated, multi-sector approaches utilizing the combined organisations' experience resulting in more diverse programming and intervention possibilities. PUI's mandate to respond to emergencies remains a priority, while maintaining a longer-term development focus to adapt to the contextual needs of the population in Myanmar. Our projects have spanned several areas of the country including Shan, Kayin as well as south Yangon areas.

### **Job Purpose**

Under the functional supervision of the Deputy finance Coordinator, the Admin & Finance Officer is responsible for the sound financial, accounting and budgetary management of the base as well as the management of human resources and administrative of the base in compliance with PUI and donor procedures.

### **Responsibilities**

#### **1. ENSURE THE ACCOUNTANCY AND BUDGETARY MANAGEMENT OF THE BASE**

- She/He is responsible of Base cashbook: daily writings of transaction according to FFU and Purchase Files, monthly closure and integration in Saga.
- She/He is responsible of daily payments, the follow-up of invoices and the management of advances in respect of PUI financial procedures.
- She/He ensures compliance with procedures for undertaking expenditure commitments and participates in the process of endorsing purchase orders.
- She/He is responsible of Yangon cash boxes, petty cash and the cash flow in the mission (bank transfers, cash withdrawal, cash count and bank reconciliation) in collaboration with the Finance Manager, Deputy Finance Coordinator and Administrative Coordinator.
- She/He is responsible of any discrepancies in the cashbook or cashbox and should report it to the manager. To avoid it, cash count should be done on weekly bases at least.
- She/He ensures the collect of information and payment of payroll.
- She/He suggests changes or improvements to increase accuracy, efficiency, and cost optimization of the service.
- She/He collaborates in the bank accounts management and keeps good relationship with bank authorities.
- She/He participates in the validation of the monthly accounting of the mission.
- She/He participates in the management, training and capacity building of the Finance Assistant and can delegate some of her/his tasks in a collaborative way.

## **2. ENSURE A PROPER ARCHIVING OF DOCUMENTS**

- She/He ensures the proper filing system of accountancy (papers & electronic) and makes sure of its proper archiving with the help of the Finance Assistant.
- Under the supervision of the Country Finance and HR Manager, she/he organizes the preparation of the internal or external audits and Tax Declaration in collaboration with the Senior HR officer.
- She/He ensures efficient flow of information to the CFHRM/ AFC, and, if necessary, to the all departments within Coordination
- S/he prepares the Finance and HR documents to be submitted to the Administrative and Financial Coordinator for an audit.

## **3. PARTICIPATE IN FINANCIAL & BUDGETARY MANAGEMENT OF THE MISSION**

- S/he supports the Base Project Managers in updating their operational monitoring tools (OFU)
- She/He develops, controls and monitors the implementation of tools and procedures and provides the necessary support to perform the service.
- She/He participates in the consolidation of the monthly Cash Request to HQ with the support of CFHRM.

## **4. ENSURE SOUND MANAGEMENT OF THE BASE NATIONAL HUMAN RESOURCES**

- S/he is support recruitment processes on the basis (validation of job term of reference, recruitment requests, selection grid, etc.) under supervision of Deputy Finance Coordinator
- S/he is participates in the integration of any new employee on the base, conducts their financial induction and ensures in particular that administrative, HR and financial procedures are explained and understood under supervision of Deputy Finance Coordinator.
- S/he ensures compliance with PUI Rules of Procedure on her/his base under supervision of Deputy Finance Coordinator
- S/he support to follows the organization chart and the training plan of the staff.
- S/he participates and ensures the definition and application of the HR policies of PUI (evaluates the changes, monitors the evolution of the cost of living, etc.) and refers it to the Administrative and Financial Coordinator.

## **5. PARTICIPATE IN COORDINATION ON THE BASE, REPORTING AND CIRCULATION OF INFORMATION**

- S/he sends internal and external reports to the Deputy Finance Field Coordinator, to the Finance Manager, and Deputy HR Coordinator within the internal validation deadlines (HR database / HR pack / Accounting / Budget monitoring / cash flow forecast).
- S/he ensures an efficient flow of Finance and Human Resources information to the base teams

### **Required knowledge and skills**

- Bachelor degree and Accounting/Financial management

### **Desirable skills**

- Human resources management
- Knowledge in financial management of project budgeting

### **Experience**

- Minimum 2 years of experience in a similar position
- Humanitarian experience.

### **Knowledge and skills**

- Accounting
- Human resources
- Administrative and managerial skills
- English + Myanmar Language
- Pack office and Other software tools
- Knowledge of institutional donor procedures (BHA, CIAA, Humanitarian Fund, ...)
- Knowledge of labor law

Due to the specific work to Premiere Urgence Internationale (PUI) and according to his/her responsibility stated here, **Admin & Finance Officer** is requested to stay at the organisation's disposal for any extra duties related to the work and this position and job description will be reviewed regularly in concordance with the development of the programs.

To Apply Online, please access via this link,

<https://docs.google.com/forms/d/1T-VdggAZFOoYS1CGjkjCvUqpNd5zQ925-XUeIJ3rdCQ/edit>

- Applications from all origins, religion, gender, age, People Living with HIV
- people with disabilities are encouraged to apply.
- Parents with small children can be provided with some flexibility. Every application will be reviewed as per the qualification, experience necessary for the position only.

**CV with cover letter and relevant certificates can be sent to:**

**Coordination office, No. (91-G1), Than Lwin Street, Golden Valley, (1) ward, Bahan Township, Yangon**

**(OR)**

**Dala Office, No.44, Shin Saw Pu Road, Aungmingalar Ward, Yangon, Myanmar**

Please mention the applied position in Subject if you send your application via email.  
Only short-listed candidates will be contacted for next selection process.