



FINANCE AND ADMINISTRATIVE OFFICER (MEIKTILA) (F/M)

MYANMAR– 12 MONTHS, RENEWABLE

GERES ACTIVITIES

Set up in 1976, Geres is an international development Non Governmental Organization working in Europe, Africa and Asia to improve living conditions and fight against climate change and its impacts. As we operate in the field, the energy transition is a major lever in our activities.

In the interests of ambitious societal change, we encourage the development and rollout of innovative, locally-based solutions, we support territorial climate and energy policies and mobilize all stakeholders around Climate Solidarity, urging them to take action and stand up for the most vulnerable.

Our operations include work on developing value chains as these create jobs and are often key to the sustainability of the solutions deployed. We also attach great importance to ensuring that all stakeholders have a sense of ownership. We focus on capacity-building in order to drive the dynamics of change, develop resilience strategies and open up the field of opportunity so that everyone can play a part in sustainable development.

Based in Myanmar since 2015, Geres focuses especially on rural distribution of sustainable and efficient energy solutions for cooking, lighting, conservation and home comfort.

The omnipresence of low quality products in rural markets and their low cost make them the preferred equipment of households, despite their extremely limited lifespan. The lack of distributors, financing mechanisms and information are persistent obstacles to which development programmes must respond in order to ensure that users' habits and behavior change.

In order to tackle this problem, Geres has incubated a local distribution network named Ah Lin Tan Ah company (ALT), which is a last mile network of women distributors in Myanmar offering sustainable energy solutions to families and local businesses like cooking and domestic appliances, lighting equipments, solar products and equipments for productive users.

ALT provides energy products at village level through local women distributors able to inform and advise users. Products are selected for matching with local needs and lacks. Training and advice are delivered to users together with after sales services. Products are also chosen to be affordable for users and economical to use.

Financial mechanisms are promoted like Pay As You Go models. Products are also selected for their effectiveness and durability. Users reduce their energy costs and benefit from positive impacts: health, comfort... Products are demonstrated and sold by women distributors to women users. Repairing, recycling, and guarantee are also proposed to customers.

The non-profit social enterprise "Ah Lin Tan network" was created at the end of 2023 and Geres is now supporting its development in several new townships. Thanks to the support of international partners, Geres has been able to finance an ambitious development plan for the period 2024-2027.

GERES Myanmar Office in Meiktila is now seeking Myanmar national to fill the position of Finance and Administrative Officer. This position is based in Meiktila.

LOCALISATION

The position of Finance & Administrative Officer is based in Meiktila, in the Geres offices. He/She may be required to occasionally travel to Yangon head office and frequently travel to project field villages.

LIENS HIÉRARCHIQUES ET FONCTIONNELS

Line manager: Finance Admin HR Manager based in Yangon

Hierarchical supervision: Nil

Functional links: Support team in Meiktila, work together with Logistic Officer & Project Coordinator in Meiktila and closely working with Finance and Administrative Officer & Finance Admin HR Manager from Yangon Office.

MISSION AND TASKS

As a Finance and Administrative Officer, you play a critical role in ensuring the efficient operation of a company or organization by overseeing its financial activities and administrative functions. Your responsibilities typically include managing budgets, financial reporting and accounts payable/receivable.

Additionally, you may handle office administrative tasks to support smooth day-to-day operations. Moreover, you have to work closely with Logistic Officer to support women entrepreneurs. Strong analytical skills, attention to detail, and proficiency in financial software are essential for success in this role. Effective communication and teamwork are also vital as you collaborate with colleagues across various departments to achieve organizational goals.

In Entrepreneurs Transaction

- Closely working with the logistics officer , to ensure that the issuance of invoices complies with the credit limits set for each entrepreneur according to Geres procedures.
- Inform the cashier to handle the cash collections from entrepreneurs.
- Provide cash receipts to entrepreneurs upon reimbursement.
- Communicate with women entrepreneurs to ensure all the cash transactions are properly recorded in their transactions record book such as invoice, good return, credit reimbursement and so on.
- Frequently visit entrepreneurs to support their credit collection from the customer.
- Coordinate with the Sales & Marketing department to address late repayment of credit balances or any unusual cases concerning the entrepreneurs.
- Coordinate with the logistics officer to verify inventory balances and credit balance to submit reports to the Yangon Office at the end of each month.
- Respect and make respect the whole process of entrepreneurs transaction design to others.
- Participate in building the system of the entrepreneurs transactions to be more smoothly together with Finance Admin HR Manager.

In Accounting and Finance

- Ensure that all the vouchers/PR/contract validated by PM are in-line with Geres/funder (EU)/Myanmar rules & regulations.

- Perform cash counts in conjunction with the cashier and project coordinator.
- Collect budget requests from staff members, consolidate them, and submit monthly budget delegation, including allocated budget lines, to the Project Manager & Finance Admin HR Manager.
- Verify bank reconciliations meticulously prepared by the cashier.
- Maintain the records of vouchers in the accountancy file.
- Handle petty cash for small expenditures such as coffee, maintenance costs, cleaning charges...
- Produce monthly bank reconciliation for Meiktila office.

In Administrative

- Gather time sheets according to process from each staff member and compile the monthly attendance record.
- Thoroughly review the financial package assembled by the cashier prior to its submission to the Yangon office.
- Execute additional assignments delegated by the supervisor.
- Offer assistance to team members as required.
- Organize the orientation session for financial procedures in MTL with the support of Finance Admin HR Manager.

REQUIREMENTS

REQUIRED PROFILE

Accounting and Finance

- Minimum 3 years' experience in the field of finance, particularly accounting and at least 2 years in an international NGO/IO.
- Bachelor's degree in accounting or finance-related course, including accounting certification.
- Knowledge of accounting practices and software would be an asset.
- Knowledge of Myanmar accounting and finance legislation would be an asset.

Administrative

- Minimum 1 years' experience in administrative management (HR, IT, Admin & logistics).
- Knowledge and understanding of the Rural Area.
- Strong planning, organizational, and interpersonal skills – including influencing, negotiation and cross cultural skills.

General

- Proficient in working with Microsoft Office (MS Excel, Word, Outlook)
- Good command of Myanmar (speaking and writing)
- Must have a valid driving license and can drive a motorbike well.
- Demonstrated ability to work in an organized and systematic manner
- Proven ability to work in a highly interactive team setting
- Analytical mind and committed to continued learning
- Patient, resilient and flexible
- Good interpersonal skills

- Strong integrity and honesty and high attention to detail
- Commitment to sustainable development
- Enjoys working in a multicultural environment

CONDITIONS

- Position: based in Meiktila with frequent field visits
- Status: Myanmar fixed term contract of 12 months with 3 months probation period, possible extension for 4 years
- Salary: competitive salary paid in USD or Kyat per month, based on profile. Health Insurance and work-related costs, such as field trip expenses, mobile top-up, etc. are to be covered, according to Geres's procedures.

TO APPLY FOR THIS POSITION

To apply, send your ENGLISH application (CV + LM) on the following email address: th.aye@geres.eu and the subject should be "2024_GMM Finance & Administrative Officer for Meiktila".

Application deadline: 30/4/2024

The application will be accepted on a rolling basis. Please kindly send your application as soon as possible.

Started date: ASAP
