



JOB DESCRIPTION

POSITION TITLE: Field Finance and Admin Assistant
COUNTRY PROGRAM: Myanmar
PROJECT NAME: President's Malaria Initiative Eliminate Malaria (PMI-EM) Activity
LOCATION: Myawaddy Townships (Kayin State)
REPORTS TO: Township Malaria Elimination Coordinator
STATUS: Full Time
STARTING DATE: 01 Jun 2024
APPLICATION DEADLINE: 19-May-2024 (4:00 PM)
SUPERVISORY CAPACITY: None

ARC Mission Statement

The American Refugee Committee (ARC)/ALIGHT is an international nonprofit, nonsectarian organization that has provided humanitarian assistance and training to millions of beneficiaries over the last 35 years. ARC works with refugee communities in 17 countries around the world, helping people regain control of their lives. The people ARC serves have lost everything to events completely beyond their control. ARC provides shelter, clean water and sanitation, health care, skills training, microcredit education, protection, and whatever support we can to let people begin again.

The Myanmar country program of American Refugee Committee is actively responding to humanitarian concerns in Myanmar, particularly in remote areas of the Southeast region. ARC is working closely with national and local authorities to galvanize concerted and coordinated lifesaving humanitarian assistance to people in need. Primary interventions focus on community health responses to endemic malaria among hard-to-reach or transient populations.

Project Overview

The President's Malaria Initiative Eliminate Malaria (PMI-EM) Activity contributes to comprehensive malaria interventions in Myanmar to achieve the goal of eliminating the indigenous transmission of Pf malaria by 2026 and put Myanmar on a path to eliminate all human malaria by 2030.

The Activity works to improve Myanmar's comprehensive health system management of malaria interventions, including the use of data to plan, design, and implement interventions. As the number of malaria cases continues to decline, it is increasingly important for the Activity to support enhanced surveillance, monitoring, and evaluation, and the improved utilization of information systems to ensure accurate case reporting. PMI-EM also works to strengthen vector control, prevention, social and behavior change, and case management of malaria and support adherence to national guidelines to reduce the threat of multidrug-resistant malaria.

Primary Purpose of the Position

The Field Finance and Admin Assistant will work with the Township Malaria Elimination Coordinator, Finance officers, and Finance and Administrative Manager (FAM) in Yangon to ensure that all financial procedures, controls, and accountability, mechanisms are in place and maintained at the field level. The position will support internal and programmatic activities. The Field Finance and Admin Assistant will establish ARCs financial operations at the field sites, coordinate finance matters with the country office in Yangon, and oversee field-level finance activities for the USAID project. **This position is based at the Myawaddy Office and will be responsible for both Myawaddy and Kawkareik Townships, if needed frequent travel to the field sites.**

Essential Duties and Responsibilities

- Day-to-day monitoring and input of financial and monetary transactions
- Maintain office cash flow and monthly report for petty cash and project expenditure statement.
- Make sure all financial transactions and payments comply with ARC procurement policy and procedures. Payment Request Vouchers are properly filled out and appropriately approved. All transactions are adequately supported and auditable
- Banking process (withdraw cash, transfer, deposit)
- Prepare the Receipt and payment voucher under ARC's policies and procedures.
- Prepare cash forecasts (GSP) for projects and operations monthly.
- Submit monthly financial reports to Yangon Finance on time.
- Prepare the monthly GSP vs Actual expenditures report.
- Coordinate with logistics and procurement offices to ensure accountability and compliance with ARC procurement procedures.
- Follow financial and accounting practices that conform with donors, and ARC standards;
- Safeguard ARC money by keeping cash in the office safe and keeping the keys of the office safe with you. No one should have access to keys to the office safe.
- Provide information and updates to facilitate the preparation of reports and official documents.
- Keeps payroll information and prepares attendance summary and timesheet information for staff at the field site
- Assists in the distribution and gathering of payroll slips for field staff at the site.
- Ensures that copies of contracts, payroll reports, and payroll slips specific to the field site are filed with the Yangon office and kept in a confidential file.
- Maintains a completed inventory/asset file for the field site.
- Maintain a good filing system for all program and project-related documents. Maintain and report office and fixed asset registration.
- Ensure that all accounting and finance reports are submitted by the ARC Yangon deadline.
- Assists the Yangon Finance Officer in all audit activities and provides all information necessary for the audit, including assisting in financial reviews.
- Notifies to the Finance department or direct supervisor of any problems, concerns, or feedback on finance matters.
- Ensures that no conflict of interest is present in financial operations.
- Involved in the cash distribution to the ICMV incentive payment with the program team.
- If needed, travel to the field office with the program team for the payment.
- Undertake other duties as required.

PSEA Clause for Job Advertisements

Alight/ARC has a zero-tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff must adhere to the Code of Conduct, which enshrines the 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.

Diversity

ARC is committed to gender equity and ethnic and racial diversity in programs and organizational policy. ARC's employment policy provides for the equality of opportunity, regardless of race, color, sex, age, religion, national origin, citizenship status, physical or mental disability, or past, present, or future service in the uniformed services. ARC will not violate any applicable law by showing partiality or granting any specific favors to any employees or group of employees.

Submission of Application:

Interested candidates are required to submit a cover letter, a CV/Resume, and details of at least two referees via E-mail to MMJobs@wearealight.org latest on **19-May-2024 (4:00 PM)**.

Please mention the position title **clearly position title and location in the subject line** of the applications by E-mail.

Only shortlisted candidates will be contacted. Reference & background checks will be performed for successful candidates.