



## Vacancy Announcement

<b>Job Title</b>	<b>: Admin and Finance Officer</b>
<b>No. of Vacancy</b>	<b>: 1 Post</b>
<b>Date of Announcement</b>	<b>: 9<sup>th</sup> May 2024</b>
<b>Closing Date of Application</b>	<b>: 18<sup>th</sup> May 2024</b>
<b>Duration of Initial Contract</b>	<b>: 1<sup>st</sup> June 2024 to 31<sup>st</sup> December 2024 (Including 3 months probation &amp; with possible extension)</b>
<b>Working Condition</b>	<b>: Monday to Friday, 8:30 AM to 5:00 PM</b>
<b>Duty Station</b>	<b>: Yangon Office</b>

The Substance Abuse Research Association (SARA) is a registered local NGO in Myanmar and was founded in June 1999 with the following Mission and Objectives.

**Mission statement:** Substance Abuse Research Association's (SARA) mission is to conduct research related to drug abuse and incorporate the findings into national drug policy, programs, and services.

### **Objectives of Substance Abuse Research Association:**

- (1) To conduct research related to drug abuse and to incorporate the findings into National Drug Policy and conduct yearly evidence-based drug abuse programs.
- (2) To enhance the recovery of people who use drugs and to enable them to return into mainstream Myanmar society through conducting evidence-based quality services, and to reduce the burden of drug use on the community.
- (3) To work in close collaboration with relevant Government Departments and Organizations so that drug use prevention and treatment services become more effective.
- (4) To ensure sustainability of drug use services with the aim of continuous services.

The Substance Abuse Research Association (SARA) is looking for highly motivated and dedicated individuals who are eager to work together with SARA members in her fight to reduce harms associated with drug use. SARA is currently implementing harm reduction and drug use prevention projects in Kachin State and Sagaing Region.



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### ***Duties and Responsibilities***

- Managing Cash – Cash withdrawing, Currency exchange, transfers to the field sites.
- Responsible to perform orientation /supporting to other finance staffs for payments, reconciliations, invoices and supporting documents to ensure that the expenses are properly incurred, calculation is mathematically correct, the amount and items claimed are in agreement as per SARA and donor guideline.
- Responsible to perform regular cash count and ensuring that cash book balances correspond to the cash amounts.
- Responsible to prepare the staffs' payroll including income tax payment for staffs.
- Responsible to assist and support Finance Manager for internal and external audits in line with donor and SARA guidelines.
- Provide day-to-day support to ensure compliance with financial procedures for project interventions at each location.
- Prepare monthly combined cash projection together with Project Team (i.e., budget holders) based on review of the request from field sites and adjusting with available budget amount.
- Work together with Project Team (i.e., budget holders) and Finance Manager to support program management, budget monitoring for review of under-and over-expenditures.
- Support Project Officer and Finance Manager to prepare donor financial reports in accordance with donor requirements including Monthly / Quartely / Yearly Financial Reports.
- Assist the Finance Manager in developing and maintaining robust internal controls for the country program in line with SARA SOP and Generally Accepted Accounting Principles (GAAP).
- Travel to field offices to provide training on basic financial procedures to finance & admin staff and other staff needed.
- Visit and check proper record keeping on cash management in all field offices, verify the cash count and internal control procedures in the field offices visited.
- Provision of information and assistance to staff, supervisor and management on human resource and work related issues.
- Maintain and update the personnel HR, guidelines and manuals, updated staff lists with personal and job related information.
- Preparation of employment contracts and extension of them.
- Checking of daily Attendance and submit monthly reports regarding salary changes, leave and timesheet in effectively and timely.
- Monitor and support field staff needs about HR matters.



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- Responsible to take administrative task and other duties assigned by the Finance Manager, SARA EC and funding agency where and whenever necessary.

### ***Skills and Requirements***

- University Degree plus Diploma in Financial Accounting, prefer B.Com, CPA with at least 3 years' experience in financial management
- A sound knowledge of rules, regulations and processes of NGO and other organizations
- Proficiency in English and Myanmar
- Skill in use of internet, Microsoft Office Package, Spreadsheets and Database software
- Strategic, transparent, and flexible in thinking & working process and social skill
- Good organizational skills and the ability to manage multiple tasks, strong interpersonal communication skills
- Knowledge and experience in the working environment of INGOs, NGOs and CBOs
- Attitude to work in a team and ability to work under pressure to meet the dead-line

### **Working Condition**

Working Days: Monday to Friday, 8:30 AM to 5:00 PM.

### **Travel**

The Admin and Finance Officer is expected to travel to Project Sites and other townships as and when required. The duration of travel will vary from 3 to 10 days in general.

### **How to Apply**

Interested candidates who meet the above requirements are required to submit a cover letter, a comprehensive CV and details of two referees via e-mail:

To: [sara.fo.csp@gmail.com](mailto:sara.fo.csp@gmail.com), [sara.po.csp@gmail.com](mailto:sara.po.csp@gmail.com)

### **Additional Considerations:**

- Please note that the closing time is 4:00 PM (Myanmar Standard Time).
- Earlier application is encouraged to every interested person. Position will be filled up soon after receiving the potential application.
- The existing staff of SARA is encouraged to apply.
- Qualified female candidates are strongly encouraged to apply.
- Only short-listed applicants will be informed of the date of Selection Interview.

Yangon Project Office: No.131/132, 2nd Floor, Gandamar Residence, Gandamar Road, 8th Ward, Mayangone Township, Yangon, Myanmar

Email: [sara.po.csp@gmail.com](mailto:sara.po.csp@gmail.com) Facebook: [www.facebook.com/groups/SARA.Myanmar/?ref=bookmarks](https://www.facebook.com/groups/SARA.Myanmar/?ref=bookmarks)



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Please do not send electronic scans of degrees, diplomas, certificates and the application must contain a phone number, email address, recent passport size photo and a statement of expected salary and two Referees: preferably, one from the current/ last worked organization and one from an individual who can attest to the applicant's technical expertise.

SARA is Equal opportunity employer for all applicants and complies with applicable laws relating to employment practices.

SARA considers on the basis of merit without regard to age, sex (including gender identity or expression), sexual orientation, marital status, religion, race, color, national origin, disability or any other protected characteristics.