



CRS Myanmar Job Announcement
Finance Assistant (1 position _Base in Yangon)

Job Title: Finance Assistant	Reports to: Finance Officer
Department: Finance	Salary Grade: 4

About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Job Summary:

You will efficiently provide comprehensive information, clerical, and accounting services to assist the Finance Department in executing processes and delivering service needs that support high-quality programs serving the poor and vulnerable. As part of an experienced finance team you will deliver quality support in your role, applying clearly defined accounting and financial reporting processes, procedures and service standards.

• Roles and Key Responsibilities:

- Complete standard financial documents (vouchers, wire transfer requests, checks, etc.) following a sample template with prescribed guidelines and circulate as needed.
- Provide administrative and clerical support to financial transactions processing. Prepare, type, photocopy, and scan related documentation. File accounting and financial reporting documentation as instructed.
- Compile supporting documentation (liquidation/receipt package) to support processing of financial transactions. Communicate with staff, subrecipients, partners, suppliers to follow up on required documents.
- Perform data entry for financial transactions recording, following validation by the next-level Finance staff.
- Keep custody of various documents (e.g. blank/undelivered checks, fuel coupons, etc.).

• Basic Qualifications

- High School Diploma required. Professional diploma/Certificate or courses in Accounting, Finance, Economics, or Business Administration a plus.
- Minimum of two years work experience in a similar role with some familiarity of standard accounting practices. Experience with an international organization a plus.

• Knowledge, Skills and Abilities

- Excellent organizational skills with great attention to detail
- Ethical conduct in accordance with recognized professional and organizational codes of ethics.
- Proactive, resourceful, solutions oriented and results oriented. Able to meet deadlines.
- Strong customer service ethic and abilities. Ability to work collaboratively.

- **Preferred Qualifications**

- Experience using MS Office packages, in particular Excel and Word. Hands-on experience with data entry into online databases and forms

Agency REDI Competencies (for all CRS Staff):

- Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.
- Personal Accountability – Consistently takes responsibility for one’s own actions.
- Acts with Integrity - Consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.
- Builds and Maintains Trust - Shows consistency between words and actions.
- Collaborates with Others – Works effectively in intercultural and diverse teams.
- Open to Learn – Seeks out experiences that may change perspective or provide an opportunity to learn new things.

Agency Leadership Competencies:

- Lead Change – Continually looks for ways to improve the agency through a culture of agility, openness, and innovation.
- Develops and Recognizes Others – Builds the capacity of staff to reach their full potential and enhance team and agency performance.
- Strategic Mindset – Understands role in translating, communicating, and implementing agency strategy and team priorities.
- **Language:** Fluent Myanmar required. Intermediate proficiency in reading and writing English required; spoken proficiency in English a plus.
- **Travel:** Occasional travel to partner offices, up to 15%
- **Supervisory Responsibilities (none, state none)**
- **Internal:** Finance Manager, Finance Officer, Finance assistant, Programming and operations staff, Country Manager, Country Representative.
- **External:** partner finance staff

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer

Interested candidate should submit their CV and covering letter, **on or before 26th April 2024.**

To CRS recruitment email: mm.recruitment@crs.org

By applying to this job, the applicant understands and acknowledges that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, the applicant understands that if s/he is a successful candidate, s/he will be subject to a comprehensive background check, and their personal/professional references will be asked to evaluate their behaviors related to the above safeguarding-related topics.