



**cesvi**

**Job Vacancy**

**Position: Finance Manager**

**Duty Station: CESVI Nyaung U Office**

**Duration of Assignment: 3 months and renewable based on performance and project requirement**

**Remarks:**

**She/He must be able to work under difficult conditions**

**She/He must be able to travel if it is necessary**

CESVI is a non-religious, non-profit International NGO delivering humanitarian and development work in Livelihood, Food Security, Climate Smart Agriculture, Water Stewardship, Agricultural Value Chain, WASH, Community Development, Promotion on Good Agriculture Practices (GAP) and Strengthen value chain sector, Assess to Finance both local MSME and rural women groups by engaging with the multiple stakeholder along the agricultural value chain. Currently, CESVI Myanmar is implementing the **Food Security and Rural Livelihood Development Project** in Dry Zone and Southern Shan State.

**Position Summary**

Under the direct supervision of Project Manager, the **Finance Manager** is responsible to lead and supervise Project Officer(s) (Admin/Log), to coordinate with Country Senior Finance team and Area Administrator from Cesvi Head Quarters ensuring consistent and strong advisory role for the whole team related to the Financial matters. Furthermore, Finance Manager needs to support budget creation, budget projections and analysis of expenses as needed.

**Essential duties and responsibilities of Finance Manager**

- Provide technical guidance and support to the Project Officers and Field Admin Manager.
- Develop project level budget forecast plan with active participation of the team and in consultation to the Coordinator, Project Manager and Country Finance Team.
- Monitoring payments and receipts of cash, in accordance with agreed procedures.
- Monitoring the operation of office bank accounts and liaising with the bank and Yangon office.
- To check all payment requests, expenses and supporting documents according to the availability of single budget lines with the strictly financial rules of donors and Cesvi.
- To update budget forecast and expenditures regularly by coordinating with Project Manager.
- To prepare budget amendment and advocate to Cesvi HQ and Donor office, if necessary.
- To support HR activities such as contract preparation, budget mobilization for cost shared staffs and managed on payroll.

**CESVI MYANMAR Country Office**

**No.8, room 2B, MyaZayYar street, MyaZayYar Condo, Kamayut (3) Ward, Yangon Ward, Yangon**

**Phone: +95 9 421148035**



- Support to Country Finance to prepare external/internal audit documents which is to carry out audits for field payments making sure that proper supporting documents and conformity with donor's financial guidelines and internal procedures are met.
- Carrying out other duties from time to time as instructed by Project Manager and Country Finance Team.
- Develop monthly cost projections of procurement and submitting expenditure reports to the Area Administrator from Cesvi HQ.
- Coordinate with finance officers of specific project from donor side related to the financial reports.
- To advocate for prior approval concerning with the budget deviation of single lines of budget, if necessary.
- Preparation of interim financial report, final financial report and submission to Donor.

#### **Qualification and experiences**

- University Degree plus Diploma in Financial Accounting, prefer B.Com, CPA with at least 7 years' experience in financial management.
- Good communication skills, previous experience in similar program as local contexts would be an asset.
- Strong mobilization, facilitation skill and accountability team player with a positive attitude toward problem solving and conflict resolution; ability to effectively liaise with local stakeholders.
- Good report writing in English and speaking in English are mandatory requirement
- Applicant must be able to travel to the villages under difficult situations.
- Other: Good knowledge of project region context, Ability to work under pressure and tight deadlines of different projects.

#### **Safeguarding**

- Cesvi has a zero tolerance approach to any harm to, or exploitation of, a child or a vulnerable adult by any of our staff, related persons or partners.
- Cesvi commitment to being a safe organization begins with the staff recruitment process which includes meticulous checks, such as criminal records checks or check disclosure of previous convictions, to ensure children and vulnerable people are safeguarded and abuse is prevented. Safeguarding checks are part of the selection process performance.

**Deadline for Applications: 22nd-May 2024 (Wednesday)**

#### **How to apply**

**CV & Cover Letter only** to be sent to

[myanmar.ala@cesvioverseas.org](mailto:myanmar.ala@cesvioverseas.org)

(OR) hard copies to be sent to

No.8, room 2B, MyaZayYar street, MyaZayYar Condo, Kamayut (3) Ward, Yangon.

Cesvi-Dry Zone Area Coordination Office, No. 3, Aung Tha Paya Quarter, Nyaung Oo Township.

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**DO NOT send original documents and/or heavy attachments/Certificates beside the CVs**

**Notes:**

- For Internal candidates: please inform the Line Manager at the moment of your application
- Additional information will be required only in case of pre-selection and short listing
- **Only those who meet the basic requirements will be considered for the short listing**
- **Only those shortlisted will be contacted for an Interview**
- As the post is required as soon as possible, Cesvi reserves the right to select candidates and fill the position before the final date for applications.