



Job Vacancy Announcement (05/ 2024)

Position Title	:	Finance Officer
Number of Position	:	(1) post
Report to	:	Finance Manager
Location	:	Yangon
Contract Period	:	8 Months (3-months' probation)
Closing Date	:	25th April 2024

Brief background of the TCDI

TCDI is a community peace and development organization dedicated to fostering and promoting community peace practices, community-led solutions, advocacy, and community resilience in order to create a peaceful and holistically developing society. It was established on May 7, 2011 under the name Human for Peace Social Services-HP.

In June 2013, HP had initiated Conflict Transformation Programmes in Arakan state by Establishing Public Centre-PC (Peace Infrastructure I4P) in Minbra and Mrauk Oo townships to promote peace education, tolerance, mutual understanding, and trust building among diverse ethnic groups.

HP has been engaged in a broad location and working for a holistic approach in Arakan state. Due to the name HP's difficulty in interacting with larger Arakanese communities, we changed the name of the organization to Thazin Community Development Initiative in 2014.

TCDI has developed a new strategy from 2023-2030 with focus on "**Strengthening prosperity and peace in Arakan state**" through the five pillars outlined below.

- 1) Community peacebuilding pillar
- 2) Educational Development services pillar
- 3) Livelihood and skills development pillar
- 4) Localization and CSOs development pillar
- 5) Humanitarian assistance and rehabilitation pillar

Purpose

The Finance Officer will support the Assistant/Finance Manager in carrying finance functions for smooth operations of TCDI. He/ She is accountable for daily financial management, budget control for the implementation, preparation financial reports, and maintaining accurate financial records.

Main Responsibilities

- Responsible for entering financial information and maintaining all financial records for the organization.
- Issue and Collect weekly/monthly advance payment and expenditures for all TCDI's offices.
- Ensure the timely and collect and check weekly/ monthly financial reports of the assigned projects.
- Check the classify all vouchers documents from Finance Assistants (By Projects and Organization).
- Ensure the timely and accurate monitoring and checking weekly/ monthly financial reports of the assigned projects.
- Responsible to provide technical support (including periodical field visit) to finance representatives from field staff in order to make sure for accuracy of expenditure statement and financial reporting.
- Work with Programme Teams in day to day finance operational tasks whenever team is required.
- Perform physical check of inventory of project assets (bi-annually).
- Ensure the cash in hand is balanced at all time by using manual cash books and to maintain about weekly expenditure of following month at the end of the month as required by the project implementation forecast.
- Check all vouchers and other reports are filed and documented properly for organization and audit purpose and ensure supporting documents for all financial transactions.
- Prepare and submit Financial Report (Monthly, Quarterly, Yearly) to Assistant/Finance Manager
- Prepare the statement of Financial Position (Balance Sheet) by Monthly.
- Ensure that all financial reporting is completed on time and submitted to Assistant/Finance Manager.

- Perform any other relevant duties related to finance assigned by the supervisor.

Required Qualifications

- University Degree and relevant academic qualification (B.com, LCCI-I,II,III).
- A minimum of 3 years of experience in LNGO/ INGO's accounting & financial management fields.
- Advance IT skill (Microsoft Word, Excel, Power Point, Internet, Email, etc).
- Proficient in the English Language with four skills.
- Understanding in Rakhine Context & language skill are preferred.

Personal Qualifications

- Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen, diplomacy.
- Must have good interpersonal communication and excellent financial management skills.
- Respect and regard on their relative organizations & partner organizations.
- Follow the HR rules and regulations of with the direct supervision of TCDI.
- Motivate and Flexible to learn new things.

Submission of Application

All qualified candidates are welcome to submit their application to ["hr.coordinator@tcdi.org.mm"](mailto:hr.coordinator@tcdi.org.mm) including a letter of interest, complete Curriculum Vitae with TWO References. Kindly indicate the post title in the subject line when applying by email.

Only the short-listed candidates will be contacted during the selection process.

The deadline for submission of applications is **25th April 2024.**