

# Finance and Administration Manager– Myanmar

## Background

SoCha intends to submit a proposal to provide monitoring, evaluation, and learning (MEL) expertise, as well as training services.

This activity has three primary objectives:

1. Improve capacity to design, implement, and monitor strategy.
2. Increase the effectiveness of the client's evaluations and assessments.
3. Improve learning capacity throughout the program cycle.

\*\*\* Only experienced Burmese citizen and residents are encouraged to apply \*\*\*

## Scope of Work

SoCha is seeking a full-time, qualified Finance and Administration Manager to support this activity. This position is contingent upon award. The Finance and Administration Manager position will report directly to the Chief of Mission Support and regularly interface with SoCha's home office. They are responsible for the effective implementation of the project, ensuring the following processes are in place and optimized: human resources, financial management, contracts, and operational policies and procedures. Responsibilities will include:

- Oversee project finance, procurement, and administration.
- Coordinate and support procurement procedures and administrative support for all project activities, including support to all logistics for technical activities, and other project activities.
- Maintain reliable and accurate accounting records for the project.
- Produce monthly field reports for SoCha's home office.
- Develop financial reports including quarterly accrual reports.
- Review and verify the accuracy of monthly invoices.

- Develop annual revenue projections.
- Analyze budgeted-to-actual expenditures and “burn rate”.
- Oversee a team of approximately three staff that work on finance and administration, operations and human resources, and logistics and office administration.
- Oversee monthly payroll and preparation of social charges and tax remittances for staff.
- Ensure compliance with the client and SoCha policies and procedures for finance, procurement, and human resources.
- Ensure compliance with local labor laws.
- Provide senior-level oversight of field team operations, ensuring safety standards are met.
- Troubleshoot operational challenges as they arise relating to technical activities expected in the delivery of this contract.

The tasks outlined above are indicative, but not exhaustive for the role and other tasks may be assigned by the supervisor or their designee.

### **Minimum Qualifications and Experience**

- Bachelor’s degree (finance, accounting, business, or a related degree).
- At least five (5) years of experience managing finances for international projects.
- Experience overseeing project budgets.
- Advanced knowledge of various software packages including MS Excel, Word, and QuickBooks.
- Knowledge of local payroll and benefits.
- Experience overseeing the finance and accounting of donor-funded activities preferred, and
- Excellent communication skills in English and Burmese.

**Location**

Yangon, Myanmar

**How to Apply**

To submit your application, kindly provide your CV via the following link:

<https://jobs.socha.net/finance-and-administration-manager-myanmar-2/04/21/2024/>

Position will remain open until a suitable candidate has been identified.