



Job Vacancy Announcement

Action Contre La Faim-Myanmar

JVR202518

Finance Officer

Sittwe (1 Post)

Starting Date: As soon as possible

ACTION CONTRE LA FAIM (ACF): For almost 40 years, across nearly 50 countries, we have led the global fight against hunger. We save the lives of children and work with their communities before and after the disaster strikes. We enable people to provide for themselves, see their children grow up strong, and build prosperous communities. We constantly search for more effective solutions, while sharing our knowledge and expertise with the world. We push for long-term change. We will never give up until the world is free from hunger. Since 1994, ACF-Myanmar has been assisting vulnerable populations in the Republic of the Union of Myanmar.

As an international humanitarian organization involved in emergency programs, all **ACF staff have to be available at any time in order to respond to any emergency work, should the need arise.**

All employees and representatives of Action Contre la Faim uphold and promote the highest standards of ethical and professional conduct at all times, and abide by the organization's policies, including the policies on Gender equality, Safeguarding and Protection from Sexual Exploitation and Abuse.

GENERAL ASSIGNMENT:

The Finance Officer is responsible for ensuring accurate and compliant financial management at the base level, including accounting, cash handling, documentation, and support to audits and field operations in line with organizational and donor requirements.

TASKS & RESPONSIBILITIES

Objective 1: Manage cash and accounting

- Verify financial reports, vouchers, and supporting documents for accuracy and compliance.
- Record advance requests and maintain an updated advance register.
- Maintain and upload the cashbook in the designated Excel format.
- Ensure correct use of booking text, E-codes, budget lines, and donor allocations.
- Manage cash boxes, perform physical counts, and ensure proper cash handling.
- Import and review cashbook weekly; participate in monthly financial closures.
- Support payroll processing, including salary, advances, medical claims, loans, and allowances.
- Ensure proper authorization and documentation of all financial transactions.
- Maintain staff payslips and financial documents with signatures.
- Prepare and dispatch monthly financial bundles to the Head Office.

Objective 2: Ensure Compliance & Document Management

- Review payment requests from Logistics for accuracy, completeness, and proper approval.
- Stamp and verify receipts and invoices, ensuring ACF's authorized signatures, and supplier signatures.
- Properly file vouchers, contracts (leases, vehicles), and financial documents.

Objective 3: Manage E-Archiving

- Verify accuracy between scanned documents and ledger entries.



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- Upload scans according to the established archiving system.
- Retrieve original documents for audits when needed.
- Maintain a clear and up-to-date digital and physical filing system.

Objective 4: Support Audits, Closures, and Field Operations

- Assist with audit preparations and monthly closure tasks (e.g., bank statements, transfers).
- Support payments and financial processes in both urban and rural areas.
- Coordinate with Program teams for financial activities in the field.
- Ensure adherence to ACF procedures for invoices and supporting documents.
- Assist in preparing documentation for donor audits and expenditure verifications.
- Maintain confidentiality and safeguard sensitive financial information.
- Perform additional duties as requested by the Finance Manager.

Demonstrate personal commitment in promoting Gender Equality/ ACF Gender Minimum Standards and Safeguarding

- Demonstrate personal commitment in promoting Gender Equality and ACF Gender Minimum Standards within the humanitarian and/or development work.
- Promote and ensure to follow safeguarding policy within the humanitarian and/or development work

DEGREE AND SKILLS REQUIRED

- Education: Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- (B.Sc, B. Com, Post graduate study of LCCI level III is preferable).
- Minimum of 3 years' progressive experience in finance and accounting in INGOs.
- Good communication and interpersonal skills.
- Able to work under pressure for multiple tasks to meet dead line.
- Proficiency in Computer applications (SAGA, Excel, Word, Power Point)
- Ability to work independently and collaboratively with teams.
- Good knowledge in English and Burmese
- Knowledge of local languages will be added advantage.

HOW TO APPLY

If you feel confident for this position please send your letter of application together with updated Curriculum Vitae including 2 references (references will be checked) and the final clearance from your previous employer

To:

ACF Sittwe Office: No-39, Pyihtaungsu Road, Pyitawthar Ward "North Sanpya", Sittwe State.

Via an email: recruitment@mm-actioncontrelafaim.org



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***** Applicants must mention duty station and vacancy number exactly in email Subject for which location they are applying for. *****

CLOSING OF APPLICATION: 30th June 2025, Monday

- Only complete files will be considered. Do not enclose any original document with your application, as they will not be returned to you.
- Only short-listed candidates will be contacted by Action Contre la Faim.