



OXFAM

**OXFAM IS A GLOBAL MOVEMENT OF PEOPLE WORKING
TOGETHER TO END THE INJUSTICE OF POVERTY.**

Finance Coordinator

Employment Term: Fixed Term (1 Year Contract)

Level: National, D1

Location: Yangon, Myanmar

Closing Date: 30 April 2024

The Role:

Oxfam is looking for **Finance Coordinator**.

Job Purpose:

To support the Oxfam's finance team in the administration and financial management of partner sub-grants for the implementation of Oxfam's component of the Durable Peace Programme (DPP) in Kachin State and Northern Shan, and to support the DPP Consortium Finance Manager in the overall financial management of the DPP – Oxfam's component as well as ad-hoc tasks relating to the DPP Programme Management Unit (PMU).

The Finance Coordinator will lead in administering the conditions of Oxfam's sub-grants that form the core part of the project. The Finance Coordinator will also assist in maintaining all files pertaining to the project, ensure that finances for the project are maintained to a high standard and assist on the procedural elements of grant administration, ensuring that partner reporting is on time and to a high standard.

Key Responsibilities:

- Review in grant management under DPP entails pre-award assessment, risk assessment, update and analyse grant matrix, review or produce relevant reports, monitor awards and manage post-award from financial perspective.
- Review grant agreement from financial management perspective prior to signature for specific rules and requirements; suggest any points of negotiation and analyse the impact of the requirements on the country program.
- Review and analyse grant expenses of Oxfam in Myanmar and sub-grantee partners expenses and variances to advise the programme's management on expenditure trends and potential issues.
- Ensure that donor regulations are complied with grant transactions and processes of the sub-grantee partners; keep Senior Finance Manager and Consortium Finance Manager informed on all major compliance issues/challenges while taking the necessary corrective steps with the respective partners and Oxfam in Myanmar DPP program.
- Be a key player in the issues of grant and management to ensure accurate coding of expenses and full compliance with Oxfam in Myanmar internal and donor requirements.
- In discussion with the Consortium Finance Manager, prepare appropriate internal control requirements and capacity strengthening plans for the partners organizations.



- Prepare Oxfam in Myanmar quarterly financial reports to ensure consistency with project plans / reports. Support budget negotiations or amendments and investigate budget variances and compliance with contractual requirements.
- Quarterly check of supporting documentation at Field and Yangon level for Oxfam and sub-grantee partners.
- Provides support to Oxfam in Myanmar Programme Team in financial management.
- Support in the organisation of the EVR and audit in the preparation of sample documents and audit responses liaising with Oxfam team.
- Key contact focal for DPP finance for Oxfam's component to provide requests and reports of PMU.
- Provide support to DPP Consortium Finance Manager in a timely manner on financial management and donor compliance.

Contract Management

- Ensures adherence to donor's financial requirements for Oxfam's sub-grant component of the DPP.
- Support the Consortium Finance Manager in the preparation of accurate donor reports in accordance with the specified format within the agreed timeframe in coordination with programme.

Financial Management

- Formulate projects progress reports with relevant formats.
- Ensure the completeness, accuracy and timeliness of all financial reports for internal and external purposes.
- Compiling consolidated financial reports for final submission to Consortium Finance Manager.
- Verify all assigned payments to ensure all are in line with Oxfam's internal control procedures.

Financial Control and Budget management

- Assist the Consortium Finance Manager in ensuring that Oxfam financial procedures are followed in country and field offices and systems are developed to accommodate the needs of those programmes.
- Assist the Consortium Finance Manager in efficient conduct of project/ donor audit and internal audit.
- Prepare expenditure plan for the activities planned by Oxfam together with Programme Team.
- Ensure to prepare the monthly expenditures report based on GL as well as internal accounting control and ensure all requirement documents are completed.
- Ensure to record partners expenditures in people soft system and partners fund balance are regularly reconciled and control with General Ledger systematically.

Coaching/ training

- Provide training and coaching to financial staff of Oxfam and partner as and when necessary, on Oxfam and EU guidelines and financial procedures in order to fulfill requirements and reduce risks of ineligible costs.
- Supervise and build up capacity of the partner finance especially in financial and budget management.

Management and development

- Contributes to evaluating and developing own practices in line with Oxfam ways of working and policies.
- Participates actively in staff development activities including induction, performance evaluation, meeting and debriefings.



Others

- Provides support by undertaking any other additional functions as delegated by the line manager.
- Ensures the implementation of Oxfam's gender and diversity policies in all aspects of finance policy and practice.
- Require supporting day to day finance operational tasks whenever team is required.

For more information regarding the position, please have a look at the Job Profile [here](#).

What we are looking for:

- Bachelor's degree holder with minimum four years proven experience on financial skills.
- Experience in donor contract management and extensive understanding of various donor guidelines is essential.
- Relevant experience within a non-profit / NGO / Funded organization is preferential.
- Ability to implement Oxfam's financial policy and procedures and good practice/systems.
- Ability to use judgement on routine functions, and work with minimal supervision.
- Ability to prioritise own workload, to work independently and to work to meet deadlines.
- Diplomacy, negotiation and good interpersonal skills, together with the capacity to remain calm under pressure and not lose sight of priorities.
- Ability to manage multiple requests and to liaise with different teams/ activities.
- Good IT skills: knowledge and experience of using of MS Word, Excel, standard finance software, email and Internet.
- Able to work under minimum supervision; able to manage own time and some conflicting priorities without upward referral.
- Effective verbal and written communication skills; ability to get a message across to others in an appropriate way.
- Ability to work on own initiative, manage workloads and competing demands without close supervision and achieve results.
- Well-developed interpersonal and team skills and proven ability to be flexible in demanding situations.
- Previous work experience ideally with non-government organisations would be an advantage.
- Coaches junior and peer staff.
- Commitment to humanitarian principles and action.
- Demonstrated commitment to gender and diversity issues.
- Excellent organizational skills, including the ability to plan comprehensively, set priorities, and manage multiple project element deadlines efficiently.

What we offer:

Oxfam aims to recruit and retain diverse, passionate people who have the necessary skills, knowledge and commitment to meet our vision. We offer a competitive salary and a range of additional benefits to staff including flexible working options, generous pension scheme, annual leave, additional leave allowances, company sick pay, life assurance and a range of other benefits.

Find out more about our pay & benefits, please click [here](#)



How to apply:

To apply for this position please visit the following link;

<https://jobs.oxfam.org.uk/vacancy/20876/description> no later than **30 April 2024, 5:00PM**
(Myanmar Time)

Our values and commitment to safeguarding:

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our [values](#) are recruited to work for us.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam GB also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.

Note to candidates: Shortlisted candidates will be assessed on our organisational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct. We encourage candidates to read and understand our code of conduct [here](#).

About Us

Oxfam is a global community of people who believe in a kinder and radically better world, where everyone has power to thrive not just survive. We believe we can overcome poverty by tackling inequalities that fuel it. We are shop volunteers, women's right activists, marathon runners, aid workers, coffee farmers, street fundraisers, goat herders, policy experts, campaigners, water engineers and more. And we won't stop until everyone can live life without poverty for good.

[Oxfam GB](#) is a member of [international confederation](#) of 21 organizations working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 80 countries. Oxfam in Myanmar is the branch of Oxfam GB.

Only short-listed candidates will be notified.