



OXFAM

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

Finance Officer

Employment Term: Fixed Term (1 Year Contract)

Level: National, D2

Location: Yangon, Myanmar

Closing Date: 29 April 2024

The Role:

Oxfam is looking for **Finance Officer**.

Job Purpose:

Assist with finance, administration and logistical matters in the programme office to ensure minimum standards of accounting, reporting and statutory requirements are complied with for our operations. Ensure finance standards and procedures as per the Manuals are met.

Key Responsibilities:

- Responsible for maintaining regular cash and bank books of accounts on daily basic.
- Responsible for ensuring payment and receipt documents are completed as per Oxfam's policies and procedures.
- To check and upload cash and bank books of Yangon and field offices to the People Soft System on monthly basic.
- Verify the payment/reimbursement vouchers and float liquidation vouchers related to assigned projects in order with Oxfam policies and procedures.
- Provide day-to-day financial, administrative, and logistical support to the AFM and SFM.
- Routine checks the balances of cash and bank as well as withdraw money from the bank.
- Collect and check the necessary documents to transfer fund request from field offices.
- Responsible for timely disbursement (cash and bank) of grants and admin expenses in consultation with the AFM.
- Responsible for checking the cash projection and payment list on daily basic.
- Maintain proper filing system for financial documents.
- Check weekly and monthly float registers from all offices and follow up as necessary.
- Prepare required supporting documents for Audit process and filing properly after the audit process.
- Guide to the Finance Assistant in performing his/her duties as needed.
- Assist to AFM in updating List of Delegation of Authority (DoA) bi-annually.
- Assist to AFM in-term of month end and year end process.
- Provide support during emergencies by undertaking additional functions as delegated by the Assistant Finance Manager
- To involve/support in implementation of Oxfam's gender, diversity, and equal opportunities policies in all aspects of finance policy and practice.

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



What we are looking for:

- Basic accounting (education or training) and financial skills
- Attention to detail
- Ability to implement Oxfam's financial policy and procedures and good practice / systems
- Reliable, efficient, and timely storage and retrieval of records and documentation
- Proven computer skills especially MS Word and Excel.
- Ability to learn and develop / commitment
- Good interpersonal skills and ability to work as member of a team
- Effective communication skills / good working knowledge in English
- Sensitivity to gender and diversity issues in work practices
- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

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/20887/description> no later than **29 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.