



Vacancy Announcement
NRC MM 2025/ VA N0-020
Norwegian Refugee Council, Myanmar

NRC Myanmar now is seeking a national “**Finance Officer**” to join the Myanmar mission based in Rakhine. The purpose of the Finance Officer is day-to-day support and guidance to area/field offices on technical issues, provision of training and information sharing, and monitoring of the implementation of minimum standards in NRC Rakhine.

About position

- Position: Finance Officer
- Based in: Rakhine State
- Report to: Finance Coordinator (RS)
- Travel: 20 %
- Grade: 5 in NRC’s Salary National Scale (Annual 13th months’ salary, NRC MM Health Insurance Package, Leave entitlements etc.) with accompanying NRC terms and conditions.
- Fixed-term national contract.

Responsibilities

- Responsible for managing monthly financial statements of the Area office
- Ensure that all payment requests are properly documented, verified and authorized before payments are made
- Control that supporting documentation of all cash transactions is valid and report to the Finance Coordinator in case of insufficient documentation
- Issue payment vouchers and ensure that all payments have the correct project, account codes and the relevant donor code.
- Posting and rebooking financial transactions into the *Agresso system [NRC’s financial software]*
- Work closely with the Finance Coordinator (RS) on the monthly spending report for the respective area Office and send monthly spending report to the FC, AM and FOC
- Assist the Finance Coordinator, FoC, AM, and CC teams on budget control (Budget Forecasting/Spending Report) and budget management (accrual/rebooking) of the Project in accordance with NRC policy and procedure
- Track, with Area Management Team, spending versus budgets via *Agresso Budget Monitoring tool (BvA)*
- Keep track and record all cash advances and ensure all advances are accounted for within the set guidelines [with some flexibility with good justification]
- In close coordination with Programme Managers, prepare the monthly cash forecast/ cash request to Yangon office, for all projects to ensure cash flow in the Area office
- Process payments directly to suppliers, other vendors and other agencies.
- Assist Line Manager and Area Manager as requested

Qualifications

- Experience from working as a Finance Officer in the humanitarian or development sector, or in the private sector or with a local NGO or INGO
- Previous experience working in complex and volatile contexts like Rakhine
- Documented results related to the position's responsibilities
- Professional knowledge of auditing is a bonus but not essential
- Good working knowledge of English (verbal & written) is required
- knowledge of LCCI or Basic accounting skills

Important information about the application process

- Ensure to **attach your latest CV**.
- Submit your application and CV **in English**.
- Don't meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. NRC is dedicated to building a diverse and inclusive workplace, so if you're excited about this role and you meet most, but not all the requirements, we encourage you to apply anyway.
- Applications that do not meet the minimum standards in terms of experience or qualifications will generally not be considered.
- **Unsolicited applications not related to this specific job advertisement will not be considered.**
- Only shortlisted candidates will be contacted. We receive many applicants for each vacant position. Unfortunately, we do not have the resources to give detailed feedback to applicants who have not been shortlisted.
- **Interested individuals are requested to apply through the provided email below before 7th July 2025, 5:00 PM Myanmar time.**

For external applications submit through the mm.recruitment@nrc.no only.

Please contact speak up email speakup@nrc.no to report to NRC if the applicant experiences any wrongdoing during recruitment.

“Do not use this email for submitting your application”

“In the selection of its staff NRC is committed to gender balance and diversity without distinction as to race, sex, religion, HIV/ AIDS status and without discrimination of persons with disabilities: Qualified women candidates are strongly encouraging to apply”