



Finance and Human Resources Assistant

Date: 9th May 2024

We are currently recruiting Finance and Human Resources Assistant, directly reporting to Finance and HR Officer.

This is a Lashio based position in Northern Shan State, under funded from BHA.

At Relief International, we are committed to building a representative, inclusive and authentic workplace. We strongly encourage applications from candidates from minoritized backgrounds those who bring lived experience of the contexts in which we work.

We are proud to be a global recruiter, hiring people from around the world. We offer competitive salaries and benefit packages for all staff, that are applied fairly and transparently. This means we are unable to advertise the salary as it is dependent on the local job market of the staff member, we will inform shortlisted candidates of the salary range as part of the selection process.

About Relief International

Relief International (RI) works in 15 countries globally to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises, and chronic poverty.

Job Profile

Assist to Finance and HR officer for smoothly and effective program implementation by assuming the financial & HR responsibilities at the field office level and Program Operation are line with RI and donor policies & requirements

Assist to Finance and HR officer for financial management, budget control for the implementation, preparation financial reports and maintaining accurate financial records and all personnel HR matters including recruitment, benefits, Learning and Development maintenance of personal files and other documentations for Lashio all staff members.

Support from Head of Yangon Finance & HR and provide Financial Tasks & HR Tasks assigned Lashio and coordinate with Program Team & Partner CSOs organization for Program activities and sub-grant under supervision of field Finance and HR Officer.

Your responsibilities will be:

Finance

- Assist in data entry in the Quick Book Software and maintain the financial records
- Assist Finance and HR Officer to ensure for accurate coding of expenditure to the appropriate budget and project thoroughly and submitted in codes and field financial procedures are in line with RI and donor policies and requirements; report and documents are prepared accurately, reviewed time to Yangon office.
- Assist and to oversee submission of financial reports and documents in a timely manner;
- Assist Finance and HR Officer in estimation of the budgets regularly in collaboration with key staff and working together with program and operations team on monthly projection and advance request
- In absence of Finance and HR Officer, s/he is responsible to oversee the withdrawal of cash from the bank, monthly bank statements, and bank transactions, including opening, closing and reconciliation of bank accounts;

- To assist and ensure the cash on hand is maintained at required RI level
- To support Finance and HR Officer for proper paperwork on financial transactions of any kind between RI and other parties or partner (accounts receivables, etc.); and communicate with sub-granted organizations to ensure their timely financial reporting.
- To support and ensuring for set-up tools, process or documentation as needed or required to improve the monitoring and oversight of any financial process described above.

Human Resource

- Assist Finance and HR Officer in maintain the record keeping system and properly filed documents related to Human Resource are in place.
- Support Finance and HR Officer to ensure proper recruitment process in advertising, recording, screening, contacting, scheduling for interview, and organize and participate in interviews for recruitment as per RI standards and implementation of Human Resource policies and procedure.
- Participate in orientation for new staff, including compiling the orientation package, organizing the orientation schedule and arranging supporting materials and upload HR contact list, employees' information and data, relevant policies and articles as required/as assigned by Finance and HR Officer.
- Making to ensure all staff have copies and are aware of HR policies and Code of Conduct of RI, and keep track of leave records, timesheets, monthly staff movement and prepare a monthly payroll under the direct supervision of Finance and HR Officer.
- Timely remind for respective line supervisor to conduct performance evaluations on time according to the performance evaluation policy and guideline, and maintain confidentiality on human resources matters and give updates information of HR to all staff
- Ensure proper documentation arrangement and exit interviews take place for staff who are leaving, explain and review HR procedures and assist project staff, where appropriate.
- Communicate and work closely with all departments and programs to accomplish the responsible tasks.
- Assist Finance HR Officer to prepare monthly HR report, employee lists, update employee information, and report changes monthly payroll information of new hires, salary changes and promotion of staff to HQ Yangon in timely manner.

About You

You will bring the following experience and skills..

- Substantial proven experience working in NGOs/INGOs are preferable
- Bachelor degree of related field with relevant experience LCCI II
- Able to use Microsoft Office (excel, word etc.) and familiar with financial software (Quick Book) would take and advantages
- English skill for reading, writing and speaking
- Able to working under pressure and be flexible upon requested by line supervisor
- Able to travel around the Northern Shan State and be in good health
- Any other responsibilities as requested by supervisor

Research shows that women and those from marginalized ethnic groups are less likely to apply to jobs, unless they meet every single requirement. If you're excited about this role, but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

How to apply : To apply for this post, click on the "[link](#)" button in the job advert page and send to hmmm@ri.org, quoting "**Finance and Human Resources Assistant-Lashio**" in the subject line.

Closing date: 23rd May 2024

- You will be asked to upload a CV and Cover Letter.
- The cover letter should be at least one page, three references check person with current supervisor and explain why you are interested in this post with Relief International and how your skills and experience make you a good fit.

As a humanitarian organization, Relief International is committed to the safeguarding of all those we come into contact with through our work. We are committed to the core humanitarian principles regarding prevention of sexual exploitation and abuse. Relief International expects all staff and volunteers to share this commitment and uphold the values and behaviors outlined in the Code of Conduct.