



NRC MM 2024/ VA NO-025
Norwegian Refugee Council, Myanmar
Finance Coordinator Myanmar (NE Area Focal)

NRC is now looking for a potential **Myanmar National** candidate as “**Finance Coordinator**” to support in grant management, training, and field support is possible, but be financially responsible for following up on the Grants from designated donors, regarding budgeting, BvA, reporting, and financial communication with the donors. This position will report to Finance Manager Yangon.

What you will do

- Facilitate for, support and control that budget holders follow up their budgets and take corrective actions when necessary.
- Prepare financial reports, forecasts and cash requests (Invoice) according to donors’ requirements and reply to all financial questions and follow up issues from donor.
- Control budgets for downstream partners and ensure that they have and follow proper financial routines and report correctly and on time. Visit partners whenever necessary.
- Support on particular issues and questions in donor audits where the Coordinator’s existing knowledge is especially important.
- **Be the YGN financial focal point for an Area (Area Office and Field Offices)**, addressing all issues not specifically covered in other YGN Finance Staffs’ Job Descriptions.
- For specific job requirements please see more details [here Job description](#).

What you will bring

1. Very good command of oral and written English.
2. **Minimum 4 years** of relevant, advanced finance experience, and higher financial education.
3. Experience from use of ERP-systems and very good knowledge of Excel.
4. Experience from INGOs or donors within humanitarian activities or similar is an advantage.
5. Be internationally inclined. International experience and education is an advantage.
6. Represent NRC four core values; Accountable, Innovative, Dedicated and Inclusive, and have an urge to continually question and suggest improvements to how we organize our financial work.
7. Willingness to travel frequently to NRCs Area- and Field offices.

What makes this position attractive?

- NRC has delivered humanitarian assistance and protection to vulnerable affected populations in Myanmar since 2008, following Cyclone Nargis. Over that time, NRC has evolved into a complex and mature mission with an excellent reputation for technical skill and delivery of programmes.
- NRC provides services and assistance to vulnerable populations affected by conflict and displacement over three geographical areas (Rakhine, North-East, and South-East Myanmar) and the Country Office in Yangon, across 10 offices. The portfolio of projects is currently larger than 15.



- NRC works in Shan and Kachin States, supporting displacement affected population and vulnerable host communities. Its implementation covers the North-East Myanmar with programmatic interventions which embrace different areas. Currently NRC implements programs on Information, Counselling, and Legal Assistance, Education, Shelter, and Protection in this area office.
- NRC Myanmar works in collaboration with a diverse portfolio of partner organisations. Over the past years NRC Myanmar has been at the forefront of partnerships integrated programming; and promoting and developing staff capacity.
- This is an opportunity to join one of the most respected humanitarian actors in Myanmar that has a strong reputation with donors, embassies, clusters, and peer agencies, and the chance to work with a diverse portfolio of donors and partners.
- Meaningful work, with a high-quality integrated programme that responds to the diverse needs, priorities, and concerns raised by beneficiary communities.
- Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility.
- [Learn more about NRC's operation in Myanmar here.](#)

What we offer

- **Myitkyina**, (Yangon as a second potential option)
- **Fixed Term National** contract duration.
- 25% (variable)
- **Grade 7** in NRC's Salary Scale, with accompanying terms and conditions. NRC offers a competitive compensation and benefits package.
- [Find out more about the benefits of working for NRC.](#)

Important information about the application process

- **Internal candidates:** - log in with your **official NRC email address** or **click on Opportunity Marketplace**.
- **This position is open to Burmese Nationals only.**
- When creating your profile, include your full name as per your passport.
- **Apply by completing all the system-required fields** of your experience, employment history, and education in your application.
- 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.

Why NRC?



The Norwegian Refugee Council (NRC) is an independent humanitarian organisation helping people forced to flee. Our 15,000 staff work in crises across 40 countries, providing life-saving and long-term assistance to millions of people every year.

NRC responds to the diverse needs faced by populations in Myanmar through the delivery of integrated programming and advocacy to ensure that conflict and displacement-affected communities can meet their needs and exercise their rights. NRC works with a range of different local and international partners to deliver a multi-faceted response that includes emergency response to rapid onset needs, providing essential services to internally displaced people in protracted displacement, and contributing to pathways to durable solutions.

Interested individuals are requested to submit CV including an application letter and contact details of two referees (No other supporting documents are required at this stage) before 25th April 2024, 05:00 PM Myanmar Time. External [here](#). Internal [here](#)

Links to VA for the application:

[View the internal job posting](#)

[View the external job posting](#)

“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 encouraged to”