

**VACANCY ANNOUNCEMENT
(VA-011/2025/FRC)**

1. Title	Finance and Donor Compliance Manager
2. Duty Station	Yangon
3. Report to	Country Director
4. Contract Period	Initially 1 year contract with possible extension
5. Grade and Level	Grade-6
6. Advertise duration	20 th June 2025 to 4 th July 2025

Finnish Refugee Council (FRC) is a Finnish non-governmental organisation with the Myanmar Country Office in Yangon, No. 40, Room-101, Myay Nu Street, Sanchaung Township, Yangon, Myanmar, and Main Office in Helsinki, Finland. FRC's vision is for refugees to be equal, participating members of society. The key mission of the FRC is to advance the basic rights of refugees by supporting and promoting refugees' self-sufficiency. Core sectors are adult literacy, livelihoods, and enhancement of civil society organizations.

Purpose of the position: The Manager, Finance and Donor Compliance is a senior leadership role responsible for managing the financial health, donor compliance, and accountability of FRC's programs and operations. The role ensures the organization's financial resources are used effectively, transparently, and in alignment with donor requirements, local regulations, and organizational policies. This position plays a critical role in strategic decision-making, deep understanding of non-profit financial management, capacity building, and supporting program delivery through effective financial and compliance management. The role will be managing the admin and finance team of the FRC in Myanmar.

Duties and Responsibilities

1. Partnership Agreement and Sub-granting

- Ensure all Letter of Agreements, services contracts and procurement are conducted in line with required procurement policies and risk mitigation measures
- Ensure waiving or derogation is required, advise the Country Director, HQ or if needed to donors and secure relevant permissions to ensure the process is transparent.
- Manage directly to Admin and Finance team to ensure all procedures and service delivery are transparent and followed with the minimum requirements set by the organization.
- Lead in proper implementation of internal and external Audits' recommendations.

2. Donor Compliance

- On behalf of the country director, lead in ensuring procurement of services, works and supplies are in line with the required organization as well as relevant donors' policies and procedures.
- Sign off all financial reports due to submit to donors by ensuring all programme and operational related costs and expenses are in line with the signed budgets.
- Ensure that all financial and programmatic reporting to donors is accurate, complete, and submitted on time.
- Develop and maintain systems to track burn rates, donor requirements, restrictions, and reporting timelines.
- Provide technical training and support in financial management to program teams to ensure compliance with donor rules and regulations.
- Promptly communicate to donors for any anticipated delays or risks along with proposed adaptations or solutions.
- Act as the primary point of contact for donors on financial and compliance matters and directly advise the country director on donors' compliances.

3. Risk Management and Internal Controls

- On behalf of the country director, lead in risk management mechanism and review system for required adaptations.
- Lead in developing robust internal controls to safeguard organizational assets and ensure compliance with local laws and regulations.
- Conduct regular risk assessments and work with relevant teams to mitigate financial and compliance risks.
- Support the Country Director to ensure compliance with tax regulations, labor laws, and other statutory requirements in the country of operation.
- As assigned by the Country Director, conduct internal audits to assess the efficiency of internal controls and identify any weaknesses or gaps.
- Guide to the finance and operation team in development of a comprehensive and innovative system of budget codes, ensuring each cost category (e.g., personnel, operations, programs, project-specific) has its own distinct/unique codes.

4. Team Leadership and Capacity Building

- Lead in building organizational capacity of admin and finance staff in ensuring donor policies and procedures and if needed, set minimum procurement standards.
- Provide regular compliance related training, feedback, and professional development opportunities for the line managed staff.
- Foster a culture of accountability, transparency, and continuous improvement across the finance function.

- Strengthen collaboration between program and admin/finance teams to build a common understanding of financial and compliance requirements.

5. Strategic Leadership

- Serve as a member of the senior management team, contributing to organizational strategy, decision-making, and problem-solving.
- Provide financial insights and analysis to the Country Director and Country Programme Manager in supporting program design, resource mobilization, and data-driven financial strategies.
- Support the development of funding proposals and lead in signing off the proposal's budgets, and amendments ensuring alignment with organizational and donor priorities.
- Build and maintain relationships with external stakeholders, including donors, auditors, and regulatory bodies.

6. Financial Management

- Lead in ensuring financial policies and systems are well in place in supporting the organization's goals and objectives.
- Lead the monitoring of budgets for country programs and ensure alignment with strategic priorities.
- Review and sign off all financial reports, ensuring accuracy, timeliness, and compliance with internal and donor requirements.
- Oversight the management of cash flow prepared by finance and programme team, including forecasting and monitoring liquidity, to ensure the organization meets its operational needs.
- Oversight and as needed lead annual or periodic audits and ensure the implementation of audit recommendations.

7. Financial Reporting

- Oversight the team in producing accurate, robust, and tailored financial and reports to meet the needs of various stakeholders, including senior management, and donors.
- Oversight or lead as needed by customizing financial reports to align with donor-specific requirements and organizational administrative needs.
- Ensure timely submission of periodic financial updates, variance analysis, and forecasts to support decision-making at SMT and country-wide level.

Qualifications and Requirements

Education:

- Advanced degree in Finance, Accounting, Business Administration, or a related field. A professional certification (e.g., CPA, ACCA) is highly desirable.

Experience:

- Minimum of 5-8 years of progressive experience in financial management, with at least 3 years

in a leadership role.

- Prior experience in an international non-governmental organization (INGO) or a donor-funded environment is essential.
- Demonstrated expertise in donor compliance, including knowledge of major donor regulations (e.g., EU, ECHO, and other multi donors funded programme etc.).
- Proven experience in budget development, financial analysis, and audit coordination.

Skills and Competencies:

- Strong understanding of financial management systems, accounting standards, and internal controls.
- Excellent knowledge of donor regulations and compliance frameworks.
- Exceptional leadership, team-building, and interpersonal skills.
- Strong analytical and problem-solving abilities.
- Advanced proficiency in financial management software and Microsoft Office Suite, particularly Excel.
- Excellent communication skills, both written and verbal, with the ability to convey complex financial information to non-finance staff.

Keys Attributes:

- High level of integrity and commitment to ethical financial practices.
- Ability to work under pressure and meet tight deadlines.
- Strong cultural sensitivity and adaptability in diverse work environments.
- Commitment to the mission and values of FRC.

Application

The following documents needs to be submitted to apply for this job:

- Cover letter of interest of the position
- Updated CV with photo
- At least 3 references (including current supervisor and HR) with contact details

Application Instructions

Candidates should submit their application to officeygn@refugeecouncil.fi quoting as **“VA-011/2025/FRC_Finance and Donor Compliance Manager_Yangon”** in the subject line.

- Application will not be successful if applied quoting is not mentioned correctly.
- Only short-listed candidates will be contacted for an interview. Telephone queries will not be answered.
- FRC is an equal opportunity employer. We welcome applications from women, persons with disabilities and LGBTQs.