Finance Officer (m/f/d) – National Position

Malteser International (MI) is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia, and the Middle East, we support people in need – regardless of their religion, origin or political convictions.

MI is working in Myanmar since 2001 and currently employs more than 240 national staff in Rakhine, Shan and Kayin states. Our work aims at ensuring communities have access to primary health care services. We also offer comprehensive WASH and disaster risk reduction/climate change adaptation solutions and provide relief after disasters. MI strives to enable and empower the most vulnerable communities in marginalized areas through a participatory and sustainable approach.

For its work in Kayin Program Office, Hpa an Township, Kayin State, Myanmar, Malteser International is looking for a motivated Finance Officer (m/f/d).

Your responsibilities:

- Ensure, with Finance Manager, sound financial management of project
- Ensure that cash handling, payments and working advances are adhering to the principles of Malteser regulations
- Take on responsibility to manage all bank transactions, withdrawal, deposit, reconciliation, bank authorization request and signatory update
- Provide support of financial management by local project partners, for example, timely expense reporting, cash disbursement, funding request etc. If need in a timely manner and compliance with the clauses in the agreement
- Ensure a monthly accounting closure and maintain complete and well-organized financial report and record system
- Ensure to verify with Finance Manager on allowable / unallowable, eligible/ineligible and reasonable and unreasonable of each payment receipt, bill and invoice
- Arrange and prepare the receipts, bills, invoice and vouchers of project expense for booking into Malteser Accounting Program System
- Together with Finance Manager verify financial correctness of logistic documents (PRF, RFQ, CBA, PO) against project budget
- Willingness to travel to partners office to finance management and monitor to support partners requirements
- Prepare a complete final financial report for donors and audit activity
- Assist the Finance Manager and Programme Coordinator in financial decision making and financial work plan
- Cooperate and communicate with Finance Section in Country Office and Regional Support Unit in coordination with Finance Manager acknowledged by Program Coordinator
- Carry out any relevant additional tasks as assigned by Finance Manager and Program Coordinator

Your profile:

- University Graduate in Relevant Field
- At least 3 Years working experience in Finance
- Working Experiences in NGO is an asset
- Multi -Tasked, ability to work independently and with great integrity
• Excellent Computer Skill with MS Application (Word, Advance Excel and PowerPoint) and Accounting Software
• Fluency in spoken and written English
• Willingness to work in remote rural area with challenging living Conditions

What we offer:
❖ Start date; As soon as possible
❖ Duty Station: Kayin Program Office, Hpa an Township, Kayin State, Myanmar
❖ Duration of contract: Until April 2025
❖ Salary according to qualification and experience: Plus, Location Specific Allowance, 13th Month Salary, Contract end benefit, Health & Life Insurances

Working for Malteser International
Malteser is an equal-opportunity employer and welcomes applications from all people, regardless of gender, confession, or origin. Malteser International conducts background and reference checks. Ethics form part of the Annual Performance Appraisal.

Whether you work as a specialist in overseas service or in one of our regional offices - we offer you a challenging working environment in an experienced international team. More than 1,000 national and international staff are currently deployed in various crisis and disaster areas around the world as well as in our regional offices in Cologne and New York City.

For more information please have a look at: https://www.malteser-international.org/en/jobs.html.

Contact Details:
Malteser International
Kayin Program Office:
No (1/718), Kyarr Inn Ywar Lel Street, Ward (1), Hpa an Township, Kayin state, Myanmar

How to apply:
If you are interested in this position, kindly submit your extensive application (CV, letter of motivation, copies of diplomas and three professional references) submit to hr.mmr@malteser.org with the subject line “Finance Officer, Kayin Program Office”. The deadline for application is 12th March 2024.