

- Job location** : Coordination Office, frequently travel to field Office
- Duration** : Up to January 2025 (Extendable base on budget)
- Vacancy opening date** : 1<sup>st</sup> July 2024
- Vacancy closing date** : 12<sup>th</sup> July 2024

### Première Urgence Internationale (PUI)

Première Urgence Internationale is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilian victims of marginalization and exclusion, those hit by natural disasters, wars, and economic collapses, by responding to their fundamental needs. Our aim is to provide relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. Main sectors providing assistance to around 4 million people in 22 countries in Africa, Asia, Middle East, South Caucasus and France: Health, WASH, Food Security and Nutrition, Shelter and Economic Recovery.

PUI has been working for the people of Myanmar on health and related issues since 1983, as **Aid Medical Internationale (AMI)**. The merger of PU and AMI in 2011 strengthened our ability to provide integrated, multi-sector approaches utilizing the combined organisations' experience resulting in more diverse programming and intervention possibilities. PUI's mandate to respond to emergencies remains a priority, while maintaining a longer-term development focus to adapt to the contextual needs of the population in Myanmar. Our projects have spanned several areas of the country including Shan, Kayin as well as south Yangon areas.

### Job Purpose

By delegation of the Administrative and Finance Coordinator (AFC), the **Deputy Finance Coordinator** contributes to the sound audit compliance, good financial management accounting/budgeting for the mission. He/she will be working under direct supervision of AFC and under the overall supervision by Head of Mission (HOM). He/she will be direct managed and supervise to Coordination Finance team in closely.

### Responsibilities

#### Role and Responsibilities

- **Budget and Financial management:** S/he will support the Administrative and Finance Coordinator in all aspects of budget and financial management, including budgetary and the cash forecast for the mission.
- **Representation:** By delegation of the Administrative and Finance Coordinator, s/he will represent the association before partners, authorities and the various local actors involved, in the areas of finance relating to the mission.
- **Coordination:** By delegation of the Administrative and Finance Coordinator, s/he participates in distributing information concerning the financial issues regarding the mission, both within the mission itself and to the main office, and s/he will consolidate internal and external reports in these same fields.
- **Auditing:** By delegation of the Administrative and Finance Coordinator, s/he will be sole responsibility for auditing requirement

## Specific objective and linked activities

### 1. FINANCIAL MANAGEMENT, BUDGETING AND AUDITING COMPLIANCE FOR THE MISSION

#### (1) Budget

- Participate in the development of the budgetary framework for the mission for the year, and monitor/revise it at regular intervals as agreed with the Administrative and Finance Coordinator.
- Contribute to draw up project budgets within the framework for proposed operations (including the budget narrative) following the procedures of each donor and implementation partners, in coordination with the coordination team and the people responsible for the area concerned. S/he will thus ensure that any costs strictly related to the proposed programs are covered, and the fair distribution of mission operating costs throughout the duration of each project.
- Monitor the budget for each project every month, participate in communicating with those involved with the mission and at Head Office within 15 days following the end of the month, and analyses the budgets with them for any possible discrepancies between the provisional and actual budget.
- Carry out budget projections on a regular basis to ensure that optimum use is made of budgetary resources in respect of the eligibility rules and the flexibility of each donor and implementation partner. S/he will ensure throughout each project that funds are allocated correctly and in respect of the contractual framework as regards rules of eligibility (date, purchasing procedures, etc.);
- Prepare the external financial reports for financial sponsors and send it for validation to the Administrative and Finance Coordinator, with all the documents that make up the contractual report in respect of the contractual reporting deadlines.
- Be in charge for preparing the monthly cash forecast of the mission.
- Prepare financial report or information requested by local authorities.

#### (2) Budget Analysis

- Carry out the responsibilities of doing a monthly budget analysis at mission level and share the results with the bases.
- Provide advice and technical assistance with cost analysis, fiscal allocation, and budget preparation.
- Based on the analysis, suggest adjustments to the budget as needed, which may involve requesting amendments to contracts. Consider the contractual period necessary for presenting any amendment for the validation of the Administrative and Financial Coordinator within the required time

#### (3) Accounting

- He/She supervises the accounting assignment of transactions, ensures that expenditure is correctly assigned and carries out the monthly accounting closure having carried out all the necessary controls. He/She then transmits the monthly accounts to headquarters in accordance with the PUI accounting monthly closing procedure.
- He/She is responsible for the correct archiving of accounting documents according to the rules established by headquarters.
- He/She is responsible for the produce of qualitative accounting documents on- time monthly SAGA Closure.
- He/She is responsible for the Reallocation and SAGA Parameter manage with contribute with PUI Head Quarter SAGA focal person.
- He/She is responsible for the SAGA closure and monthly report (bundle) to Head Quarter taking the validation of Admin and Finance Coordinator.

#### (4) Cash Flow

- He/She is responsible report to Admin & Finance Coordinator for establishes the provisional cash flow with the teams and transmits to headquarters requests for transfers. He/She ensures that the amount of cash flow for the mission is sufficient for the requirements in the field over the period, considering possible donor payments carried out locally in these transfer requests to headquarters.
- He/She is responsible report to Admin & Finance Coordinator for the bank accounts and funds for which he/she regularly controls the balances, and he/she organizes fund movements to the mission permanently mindful of the security of the transferred and stocked funds.
- He/She ensures that payment requests to donors are made in accordance with contractual conditions whether it is a HQ or field fund transfer if assign from Admin & Finance Coordinator.
- He/She ensures compliance with procedures concerning the funds transfer channels used by the mission are respected.
- He/She responsible and follow up for Cash and Bank management of mission closely working with Country Finance Manager.

#### (5) Auditing compliance

- To collect the Donor policy and compare with PUI policy for any difference.
- To produce annual auditing plan and make sure in place of auditor requirement.
- Studying previous audit management letter and make sure to follow at current activity.

## 2.CIRCULATION OF INFORMATION, COORDINATION AND REPRESENTATION

- Ensure that information is circulated effectively between operational bases and the coordination office.;
- Edit or take part in drafting internal activity reports for everything involving financial management, budget and accounts.
- Ensure Deputy Administrative Coordination at mission level for regular visits to the bases, for monitoring, follow-ups, training, etc.;

**The tasks and responsibilities defined in this job description are non-exhaustive and can evolve depending on the project's needs.**

### **Mandatory requirements:**

- Minimum Qualifications include a completed bachelor's degree in finance or accounting. A relevant master's degree will be a plus. Minimum 5 years of experience in a similar position (NGOs/private companies)
- Proven organizational skills, with the ability to meet tight deadlines and balance multiple priorities. Demonstrated ability to work in a self-directed, results-oriented environment at a fast pace.
- Fluency in English and Myanmar required; Experience working on and/or knowledge of any of the following sectors preferred: Health, Cash, Emergencies,
- Knowledge and skills: Good analytical and writing skills and good management capacities and team leadership spirit.
- Computer skills: good knowledge of the MS office software including Word, Outlook, Excellent in Excel, SAGA Software.
- Transversals skills: **Well organized, Conflict resolution and diplomacy experience, Ability to analyse and suggest improvement, Ability to take initiative to deal with difficulties encountered in daily work, Ability to adapt or change priorities according to the changing situation within a mission or the organization itself, Autonomy, neutrality, hard worker, Able to manage stress and pressure.**

### **Other Requirements:**

- Good skills in reports and contracts redaction
- Good knowledge of institutional donor (ECHO, UN agencies, etc.) procedures and financial guidelines.
- Knowledge of humanitarian actors
- Good management and pedagogical skills
- Excellent communication and diplomacy skills to manage relationship in potentially tense situations

Due to the specific work to Premiere Urgence Internationale (PUI) and according to his/her responsibility stated here, **Deputy Finance Coordinator** is requested to stay at the organisation's disposal for any extra duties related to the work and this position and job description will be reviewed regularly in concordance with the development of the programs.

To Apply Online, please access via this link,

<https://docs.google.com/forms/d/11UzqLE5oQKzrJykpypchc6kTjgB2Ov9LObxjfdrtzMolc/edit>

- Applications from all origins, religion, gender, age, People Living with HIV
- Women and people with disabilities are encouraged to apply.
- Parents with small children can be provided with some flexibility. Every application will be reviewed as per the qualification, experience necessary for the position only.

**CV with cover letter and relevant certificates can be sent to:**

**Coordination office, No. (91-G1), Than Lwin Street, Golden Valley, (1) ward, Bahan Township, Yangon**

**(OR)**

Please mention the applied position in Subject if you send your application via email.  
Only short-listed candidates will be contacted for next selection process.