



CFN; Child Development Association is a registered local non-governmental organization (NGO), operating as a non-sectarian and non-profit entity. Established in 2003 by national child protection specialists from leading international organizations-including Save the Children, World Vision, and the Burnet Institute-the association has since evolved into a fully institutionalized entity

committed to policy compliance and best practices in professionalism. The organization's core workforce comprises highly qualified professionals, including postgraduate diploma holders in social work and development studies as well as specialists in child rights governance, child protection, social work education and rights-based approaches. This well experience and exposure team ensures that CFN's interventions are grounded in evidence-based methodologies and aligned with international treaties standards.

We are currently inviting motivated and talented individuals to apply for “**Finance Officer**” Position based in Mandalay .(Open Announcement, Re-announcement)

ROLE PROFILE

TITLE; Finance Officer	
Number of Position	: 1 (Re-announcement)
Location	: Yangon Region (Shwe Pyi Thar)
Contract Length	: A year based contract, reapply the position according to staff policy
Child Safeguarding	: Level (2) A basic criminal record background check is required
SCOPE OF ROLE	
Supervision	: Project Manager
Report to	: Project Manager
Direct reports	: Field Finance Assistant
Financial Approval	: No financial approval
Field Ratio	: 20%
Office Ratio	: 80 %
Pay Scale Salary	: Depending on the competency of the shortlisted candidate, the salary is between (11) lakhs to (11.5) lakhs.
Closing Date	: 24-Oct-2026 (Walk in Interview)
Specific Responsibilities	
1.Operation and Management	

- Finance Officer will support to project operation team to have smooth project implementation through providing logistics support, financial and related administration support
- Finance Officer will assist to Project Manager for monitoring of the project budget and preparing quarterly financial report.
- Finance Officer will also conduct cash management in accordance with the organization's policy and guidance of Donor Agency.
- Providing assistance to the project manager in preparing the annual budget.
- Preparing and sending reports for timely completion of Quarterly financial related reports.
- In Case of any suspicions or misappropriations regarding the withdrawal/spending of the project ,it is important to immediately report to the focal person.

2. Project Implementation and Project cycle management

- Work under the supervision of the Project Manager to implement Project activities
- Issuing and checking advance payments in accordance with the group's policy for project-related processes.
- Allowed expenditure on processes; Is/is the actual cost? Accounts Whether or not the brochures are correct; purchased items; price Check if the number matches.
- Keeping a cash ledger and checking the balance between the bank and the team on a monthly basis.
- Copies of financial related documents; file Keeping records etc. properly.
- In order to be able to withdraw advances on time according to the project processes, must be responsible for the processes to be able to withdraw money from the bank in accordance with the approval of the project manager. Bank statement withdrawal issues must also be carried out according to the specified period.
- Prepare monthly salary financial calculation of employees; Arrangements must be made to be able to withdraw salary according to the specifications.
- Keeping records and records when purchasing office supplies; Maintenance. Regular inspection of damaged office equipment.
- Preparing to receive financial information at the regular monthly meeting conducted by the organization.
- To prepare the financial withdrawal and use with the approval of the project manager.
- To support logistics processes for some processes depending on the needs of the project.
- Accepting people with different background conditions to work together and emphasize Group Dynamics.
- Any other tasks assigned by Governance Body of CFN and responsible line manager/supervisor

3. Developing, Implementing and Evaluating Trainings

- According to the needs of the group, according to the manager's assignment, keeping employees' personal information; Maintaining the personal information of those who apply for a job; To perform tasks such as maintaining the list of answer sheets.
- Provide timely training to team members on finance team procedures and policies.
- Emphasis on immediately reporting to the relevant official if suspicious or embezzlement is found regarding the withdrawal/spending of the project.

4. Finance Management

- Prepare monthly financial plan according of planned project activities for a particular month together with Project Manager .
- Facilitate in drawing up monthly estimates for project expenditure with Project Manager
- Assist in examine budget vs actual reports on a monthly basis in order to monitor expenses in good time and guide future spending and allocations in fields of activity
- Assist in ensuring effective budget management and administration of project finance
- In the implementation of project work, account consumption, management, To be able to properly process the financial statements in accordance with the policy, procedure, manual of the organization. You must be responsible for the internal control system to function properly.
 - Must report to the project manager.
 - Preparation of financial reports; sorting Reporting must be carried out
 - Procurement processes must be carried out according to the provisions of the Policy.

5. Communication, Coordination and Supporting as Liaison

- To excellent communication with strong interpersonal skills and able to deal with project teams, CSOs and local communities
- To maintain good relationship with local key actors including volunteers, and INGOs/NGOs/CSOs in project area
- To work closely with Project Manager for smooth processing of project implementing .
- To support the Project Manager to effectively liaise all monitoring visit by main applicant's staffs or donors
- According to the nature of the project, the project staff is also good. with the organization's officials and Good with Community Members. Stakeholders, Service Providers and Must be able to negotiate with relevant Donor Agency staff.

6. Reporting

- Prepare and submitting reports for monthly Financial Report to Project Manager.
- Prepare the Quarterly Financial Report and submit it to the project manager, and after the project manager has checked and discussed the needs, send it to the funding team according to the timeline.

7. Values

- In his/ her professional activities, adhere to the values system of CFN: commitment, ambition, respect and credibility.

8. Abuse Prevention Policy (APP) – Operational Risk Management

- Comply with Code of Conduct and Child Safeguarding Policy of CFN
- Report any breach observed in the framework of this policy during his/her professional activities both as regards the proven or suspected offence and a preventive breach.
- To commit to other Risk Management Policies including Safety and Security Plan, and Anti-Fraud and Whistle blowing policy.
- To commit to ensure the best implementation of CFN's risk management procedure.
- To commit to inform CR and to deal with any cases, allegations, or possibility of transgression, even potential, of the CFN Risk Management Policies

9. Others

- Undertake such additional tasks as may be required, especially when urgent action is required to respond to emergencies or to requests from main applicant, Funding Agency and Steering Committee/ Governance Body of CFN.
- Respect and implement this job description which may be amended by consent of main applicant in order to reflect and correspond to future changes and developments in the main applicant's country programme.

Qualifications and Experience:

- Must have a degree recognized by the MoE, Department of Higher Education.
- Must have at least (3) years of experience in the field of Accounting and Financial Management.
- Must be able to carry out the financial reporting process in a computerized system.
- Experience of, and commitment to, working through partners and contributing to partnership strategies at large
- Must be able to carry out the financial reporting process in a computerized system.
- Must be able to conduct procurement processes in accordance with policy.

- Must be able to visit project areas and provide support if necessary.
- Should be able to carry out office work at any time according to project requirement.
- Strong communication and analytical skills
- Competent in both English and Burmese
- Competent in Microsoft Word, Excel, and Power Point

Zero Tolerance Policies

- Fraud Policy
- Child Safeguarding Policy

Safeguarding Our Staff

The post holder is required to carry out the duties in accordant with the Anti-harassment policy and PSEAH policy of CFN.

CFN is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender.

Applications in English: Please send: (1) a cover letter indicating your motivation **AND** salary expectation (minimum and maximum): (2) a current resume (CV) with contact information of three professional references (your two former work supervisors and one of HR Manager) to the Staff Recruitment Board. Please indicate in the subject box the position you are applying for and send it to cfnhrteam@gmail.com by 5:00 pm on 24-Oct-2026 Only shortlisted candidates will be contacted.

Organizational Information

Contact Phone	- 09 420 034 936
E-Mail	- cfnhrteam@gmail.com
Facebook Page	- CFN; Child Development Association
Organizational Web-page	- http://www.cfnmyanmar.org/