

Vacancy Announcement

Partner Finance Officer (m/f/d)

The organization is seeking to recruit a National Partner Finance Officer based in Yangon, with frequent travel to Program Locations in Myanmar. The Partner Finance Officer (PFO) is responsible for ensuring the efficient management of project funds and the financial compliance of local partners within the framework of the client's regulations and donor requirements. The PFO will work closely with the Partner Administrator, Project Coordinator, colleagues from program locations, and the finance departments of local partners to provide financial oversight, support, and capacity building. This role involves regular monitoring, verification, and reporting of financial activities to ensure transparency, accountability, and the successful financial management of project funds.

Position Details:

Number of Positions	: 1 post
Department	: Programme
Duty Station	: Yangon, Myanmar (Frequent visits to project areas)
Reports to	: Partner Administrator
Contract Duration	: Until December 2025 (Extendable)
Closing Date	: 16 th June 2025

The Partner Finance Officer will be responsible for the following tasks under the supervision of the Partner Administrator.

01. Project Funds Management:

- Ensure an accurate and up-to-date overview of project funds, ensuring timely liquidity to meet project needs.
- Manage cash handling, payments, and working advances following the client's financial regulations and policies.
- Monitor cash flow projections and ensure sufficient funds are available to meet ongoing operational and project needs.

02. Partners Administration and Support:

- Provide continuous financial management support to local partners, ensuring compliance with the client and donor requirements, including timely and accurate reporting of expenses, cash disbursements, and cash requests.

- Under Partner Administrator supervision, establish a voucher verification process, identifying and addressing ineligible, unreasonable, or incorrectly documented expenditures.
- Clarify and resolve with local partners any financial discrepancies identified during the voucher verification process.
- Ensure that all financial documents, including scanned vouchers and relevant supporting documents, are accurately filed and uploaded in accordance with client and donor standards, ensuring readiness for future audits.
- Assist in preparing and organizing all necessary documents for project closure, adhering to the client's project closure checklist.
- In collaboration with the Partner Administrator, ensure the financial correctness and completeness of partners' procurement cycle (PRF, RFQ, CBA, PO).
- Travel to partners' offices as required to provide hands-on financial management support and monitor project funds' effective use.
- Participate in regular financial review meetings with the Partner Administrator and other relevant client stakeholders to assess financial performance and address any challenges.

03. Reporting and Compliance:

- Assist in preparing financial reports and documentation required for internal and external stakeholders, ensuring accuracy and timeliness.
- Record and escalate any irregularities or deviations in financial procedures to the Partner Administrator, ensuring appropriate corrective actions are taken.
- Support the Partner Administrator and Project Coordinator in ensuring that financial procedures align with project requirements and donor expectations.

04. Communication and Coordination:

- Foster effective communication and collaboration with the Finance department in the client's country office, ensuring alignment on financial processes and compliance.
- Work closely with the Partner Administrator and Project Coordinator to address emerging financial issues, providing timely and accurate information to aid decision-making.
- Engage in capacity-building activities with local partners to strengthen their financial management capabilities.

05. Additional Responsibilities:

- Stay updated on donor regulations and ensure that all project financial activities align with the latest guidelines and requirements.
- Maintain confidentiality regarding financial and administrative procedures and data, especially concerning third parties.
- Adhere strictly to the client's rules, regulations, and ethical guidelines in all activities.
- Support the Project Coordinator by collaborating with the Partner Administrator on program-related tasks, such as arranging meetings and workshops and compiling project/partner information.
- Work closely with the Partner Administrator to ensure the timely submission of partner-related documents across both Programs (data, narrative, MEAL, etc.) and Operations (fund requests, financial reports, verification, etc.).

- Carry out any additional tasks assigned by the Partner Administrator and Project Coordinator that are relevant to both Programs and Operations.

Qualifications required:

- B.A Accounting/ ACCA /LCCI
- At least 3 Years of working experience in the finance field.
- Working experience in an NGO is an asset.
- Multi-tasked, ability to work independently and with great integrity.
- Excellent Computer skills with MS applications (Word, Advanced Excel, and PowerPoint) and Accounting Software
- Have good spoken and written English.
- Must be a citizen of Myanmar.

How to Apply: If you are interested in this position, please submit your comprehensive application (CV, cover letter, copies of educational certificates, and three professional references) only **“PDF”** version and not later than **05:00PM** to **hrrecruitmentss2025@gmail.com** with the subject line **“Partner Finance Officer, Yangon, Country Office.”**