

Vacancy Announcement

Finance Officer (m/f/d)

The organization is seeking to recruit a National Finance Officer based in Hpa an, with occasional Kayin based organizations. The Finance Officer will be responsible involves maintaining accurate financial records, supporting local partners, and ensuring timely liquidity and compliance. To collaborate and provide financial oversight, technical support, and assist with audits and donor reports

Purpose of the Position:

To ensure effective financial management, including cash handling, bank transactions, and financial reporting in line with regulations.

Position Details:

Number of Positions	: 1 post
Department	: Operations
Duty Station	: Hpa an, Kayin, with occasional field visits to target townships
Contract Duration	: Until 31st Aug 2025 (extension with budget available)
Reports to	: Project Administrator (50%) and Finance Manager (50%)
Supervision	: N/A
Closing Date	: 18 th Jun 2025

The Finance Officer will be responsible for the following tasks under the supervision of the Project Administrator and Finance Manager.

Key Responsibilities:

1. Monitor and review the financial activities of partner organizations to ensure compliance with the terms of project agreement, partner organizational policies and MI partner administration guideline.
2. After discussing with the Project Administrator to identify potential financial risks and ensure appropriate corrective actions are taken, conduct financial reviews and feedback meetings with the partner organizations on a monthly or quarterly basis.
3. Ensure that the partners' financial reports are accurate, complete, and follow up to the partner submitted on time with the tracker of the project agreement timeline.
4. Assist Project Administrator in the preparation in proposal budget and revision of project budgets, ensuring alignment with donor requirements and budget guideline.

5. Provide guidance to partners on budget management and financial planning and forecasting align with MI requirement.
6. Assist Project Administrator in the preparation of capacity building plans to strengthen partners' financial management systems.
7. Provide training and support to partner organizations on financial recording, accounting practices, and compliance with donor regulations if required.
8. Ensure that all partner financial activities comply with donor requirements, including reporting, procurement, and audit requirements.
9. Review all financial related reports and report to the Project Administrator.
10. Coordinate with other departments, such as procurement and logistics, to ensure smooth financial operations and compliance across all functions related to partners.
11. Participate in regular meetings with partners, program teams, and others to discuss financial performance and address analysis.
12. Identify and mitigate financial risks associated with partnerships, including fraud, mismanagement, and non-compliance.
13. Implement and monitor internal controls to safeguard financial resources.
14. Assist to the Project Administrator for internal and External audit.
15. Participate in the MI partner working group and perform assigned duty tasks.
16. Assist and participate in the partner assessment group.

OTHER TASKS:

17. Maintain confidentiality towards third parties of all office financial and administrative procedures and data.
18. Adhere to Malteser International rules and regulations.
19. Excellent personal organizational skills, including time management and ability to meet deadlines and work under pressure.
20. Represent Malteser International towards the local population, governmental health staff and (I)NGOs.
21. Carry out any relevant additional tasks assigned by the Supervisors and Program Coordinator.

Required Qualifications and Experience

- University graduate in a relevant field.
- At least 3 years of working experience in finance.
- Experience working in an NGO is an asset.
- Ability to multitask, work independently, and demonstrate great integrity.
- Excellent computer skills, including MS applications (Word, advanced Excel, PowerPoint) and accounting software.
- Fluency in spoken and written English.
- Willingness to work in remote rural areas with challenging living conditions.

Competencies

- Strong interpersonal skills as a leader; able to provide and set a good example for team members.
- Experience with and/or good understanding and sensitivity to multicultural environments.
- Team-oriented approach to planning, implementation, and evaluation of work.
- Ability to work under basic conditions and manage high workloads and stress.
- Effective communication skills, including active listening and clear, positive expression.
- Ability to accurately record observations, report back to the Program Coordinator, and prepare basic data and brief narrative reports.
- Flexibility and adaptability; willing to go beyond job responsibilities if needed.
- Initiative-taking and a good sense of humor.

Safeguarding and Code of Conduct:

The Finance Officer is expected to uphold organization policies on Safeguarding, Child Protection, Prevention of Sexual Exploitation and Abuse (PSEA), and the Humanitarian Code of Conduct, ensuring a safe and respectful work environment for staff and affected communities.

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) to hrrecruitmentss2025@gmail.com with the subject line “**Finance Officer, Hpa an, Kayin Program Office**”