



## Job Opportunity – Finance Officer

**Job title:** Finance Officer

**Job location:** Yangon

**Contract Period:** One year

**Job Classification:** Grade-5

**No of Position:** One

**Application deadline is** 16<sup>th</sup> June 2025

**FCA Myanmar** (FCA) is the largest Finnish NGO in development cooperation and humanitarian aid. FCA operates in over ten countries and has over 70 years of experience. In Asia, our program countries are Myanmar, and Nepal. FCA specializes in supporting local communities in two priority areas: right to education (R2E) and right to livelihood (R2L). We work through local and international partnerships. FCA is a founding member of ACT Alliance and a CHS Certified organization.

FCA is recruiting for a committed candidate for the position of **Finance Officer** for its Myanmar Office, based in Yangon to be a part of our multi-cultural team and to further develop FCA's work in the country. FCA offers an attractive salary including non-salary benefits, which consists of paid medical benefits, various leave benefits, accident insurance, severance, and other allowances.

We are currently inviting motivated and talented individuals to apply for the **Finance Officer Position** based in Yangon in Myanmar.

Please see the following detailed information;

**Primary purpose of the position:** The Finance Officer supports the implementation of accounting and financial operations, including fund transfers, banking, payment processing, ERP entries, and documentation. The officer ensures accurate financial records, compliance with internal controls, and timely execution of financial tasks in line with FCA and donor requirements.

### **Main duties**

#### **1. Financial Transactions and Accounting**

- Ensure timely and accurate recording of financial transactions in the accounting system.
- Verify correctness of financial coding in coordination with program staff (project codes, budget lines, accounts).
- Check updated ledgers, bank books, and cash books in line with organizational procedures.
- Review payment vouchers, supporting documents, and ensure proper approvals are obtained.

#### **2. Fund Transfers and Banking Coordination**

- Liaise with banks for fund transfers and banking transactions.
- Support in managing multiple fund transfer processes including partner disbursements and project fund allocations.
- Prepare documentation for new bank account openings and signatory changes.

- Ensure timely deposit of statutory obligations such as provident fund contributions and taxes under the close supervision of direct supervisor.

### **3. Month-End and Year-End Closure**

- Support monthly and annual financial closing processes by preparing reconciliations, compiling documentation, and checking financial completeness.
- Assist in preparation of internal financial reports and donor-specific reporting inputs.
- Ensure compliance with month-end schedules and financial deadlines set by the Finance unit.

### **4. Documentation and Compliance**

- Maintain well-organized physical and electronic files of all finance documents.
- Ensure adherence to internal control procedures and donor compliance requirements.
- Support audit processes by preparing required documents and facilitating auditor access to records.
- Assist in spot checks and internal reviews to strengthen financial controls.

### **5. Partner Financial Support**

- Process partner fund transfers and record transactions accurately.
- Maintain proper tracking of partner financial documentation and follow up on outstanding advances or reports.
- Ensure proper filing and physical documentation of partner transactions at the Yangon office.

### **6. Coordination and Communication**

- Work closely with program and admin teams to ensure proper financial planning and budget monitoring.
- Provide guidance to junior staff or field teams when required, under supervisor direction.

### **7. Other Responsibilities**

- Support the preparation of financial reports in collaboration with the Finance Coordinator.
- Perform other duties as assigned by the Finance Coordinator or Finance & Admin Manager.

### **Special Tasks**

- Demonstrate and understanding and a commitment to FCA's approach and values including ethnic diversity and cultural sensitivity.
- Uphold and promote FCA's Commitment to FCA's approach and values including ethnic diversity and cultural sensitivity.
- Uphold and promote FCA's commitment to PSEAH and child safeguarding.
- Demonstrate high level of full commitment to the role and take ownership and accountability for all assigned responsibilities, ensuring tasks are completed with diligence, transparency, and in alignment with organizational policies.



## **Job Opportunity – Finance Officer**

### **Competence, experience, skills, and knowledge needed**

- Bachelor's degree in Finance, Accounting, or related field.
- Minimum 3 years of relevant experience in finance/accounting roles, preferably in an INGO or donor-funded environment.
- Knowledge of Myanmar tax law, government reporting, and donor compliance is a plus.
- Proficiency in ERP systems (e.g., Unit4, SAP, Dynamics) and Microsoft Excel.
- Good organizational and time management skills.
- Strong attention to detail and accuracy.
- Integrity, discretion, and the ability to work both independently and as part of a team.
- Good command of spoken & written English.
- Excellent communication and networking (interpersonal ) skills.
- Good sense of priorities and good analytical skill.
- Working knowledge with INGOs or NGOs or inside knowledge/experience with banks will be given preference.
- Ability to meet the work deadlines.
- Willingness and capability to comply with all relevant FCA policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies, including the Child Safeguarding Policy.

### **Impact:**

- Contribution to FCA national and regional initiatives.
- External interest groups: FCA partners in Myanmar.

### **Responsibilities and independence**

- Task-related decisions require independent choices in various procedures. Work is done mainly in line with general instructions and may involve investigative work and group responsibility.

### **Physical and psychological burden imposed**

- The work and duties are not tied to office work itself, but flexibility is required.

### **Interaction needed**

- Interaction both with sub national staff, Yangon team.

Interested and qualified candidates should apply for this Position through the given link,

[https://fca.rekrytointi.com/paikat/?o=A\\_A&jid=844](https://fca.rekrytointi.com/paikat/?o=A_A&jid=844)

**Additional information:**

- Only shortlisted candidates will be contacted for an interview.
- Please describe your expected salary in your CV form.
- For those who failed to mention or incorrectly mention the apply position title, salary expectation and location in their applications, we will consider those as disqualified and we will not consider shortlisting.
- FCA practices zero tolerance against child abuse. FCA's Child Safeguarding Policy applies to all FCA staff.
- FCA has zero tolerance concerning aid diversion and illegal actions and may screen applicants against international lists to ensure due diligence and compliance with Anti-money Laundering and Combating the Financing of Terrorism requirements.
- FCA encourages applications from qualified people living with disabilities, women and members of ethnic or other social minorities.