

Vacancy
Partnership and FSTP Finance Assistant

Position Title:	Partnership and FSTP Finance Assistant
No. of Position:	1 Position
Location:	Yangon with possible travel to regions/states
Duration:	5 months with subject to extension according to funding
Line Manager(s):	Partnership Finance Coordinator

Position Summary

The Partnership Finance Assistant will be supporting the Partnership Finance team in the Partner's financial report and expenditure verification. In addition, the Partnership Finance Assistant will manage the full project cycle for small sub-grants under the scheme of FSTP (= Financial Support to Third Parties). The Partnership Finance Assistant works under the supervision of ORGANIZATION's Partnership Finance Coordinator and cooperates closely with Partnership Finance Officers and other members of ORGANIZATION finance department. Furthermore, the Partnership Finance Assistant is the main focal point for CSOs during FSTP sub-grant implementation. Occasionally, the Partnership Finance Assistant will communicate directly to ORGANIZATION partner organizations and collaborate with ORGANIZATION's program and operation teams.

Key Responsibilities:

Partner's financial report and expenditure verification

- Reviews partners' expenditure reports to ORGANIZATION, ensuring that all expenditures are booked to the correct budget lines and in line with the provided supporting documents, checks the supporting documents for completeness and supports Partnership Finance Officers during the follow up with partners for corrections.
- Supports Partnership Finance Officers with formal checks of partners' financial reports (checking formulas, applied exchange rate, correct listing of received cash transfers, respect of flexibility rules as in partnership contract etc.) and flags any mistakes and discrepancies to the Partnership Finance Officer in charge of the concerned partner.
- For cash distribution projects, supports the Partnership Finance Officers with cross-checks of beneficiary lists, payment amounts, and supporting documents for their completeness and accuracy. Flags any doubts and discrepancies to the Partnership Finance Officer in charge of the concerned partner.

Management of small FSTP sub-grants

- Focal finance person for supporting CSOs and other third parties to prepare, receive and report simple, short-term sub-grants under ORGANIZATION projects, this includes:
- Supporting CSOs in drafting simple grant budgets (orientation session and support with template filling)
- Upload and follow up of timely internal approvals for FSTP sub-grant contracts and payments (workflow in ELO)
- Coordination with relevant team members from Finance and Accounting Unit for the cash transfers to CSOs
- Archiving of the Acknowledgment of Receipt (AoR) for all sub-grant transfers in ELO
- Orientation and support to sub-grantees for submission of simplified financial reports
- Archiving of the FSTP reports in ELO.

Other tasks

- Assist during project audit, providing necessary documents and support as required
- Any other related support tasks as requested from Partnership Finance Coordinator
- Carry out the duties in accordance with ORGANIZATION Code of Conduct and Key Policies
- Participate in training and awareness raising (CoC and KP, Safeguarding...)
- Create and/or maintain a fulfilling and protective environment.

Skills and Qualifications

- Degree in Finance/ Accounting/ Commerce or LCCI Level III/ ACCA as an advantage
- Strong analytical, reconciliation, and attention-to-detail skills, with experience in reviewing partner financial reports
- Good communication and interpersonal skills and confidence to work with different stakeholders.
- Demonstrated skills in financial and accounting management, coupled with good organizational skill.
- Experience in budgeting and financial reporting of sub-grant schemes is an advantage
- 2-year Experience working with local partners and CSOs.
- Ability to work both independently and cooperatively with team members and willingness to learn.
- Proven computer skills (i.e. skilled with Microsoft Office programmes – Word and Excel).
- Excellent spoken and written Burmese and working level of English.

Application Procedure: Interested candidates should send an application letter along with an updated CV (With a minimum of two references, including one professional contact and one HR contact from a current or former organization), no later than **October 27, 2026** to the following mail address recruitment.mmr@proton.me with the Subject **“261013_ Partnership and FSTP Finance Assistant”**. Please note that only short-listed candidates will be contacted for interviews or written tests. Due to the urgency of the position candidates will be selected on a rolling basis.