



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 expert team ensures that CFN's interventions are grounded in evidence-based methodologies and aligned with international standards in child welfare and development.

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

ROLE PROFILE

TITLE; Admin & Finance Officer	
Number of Position	: 1
Location	: Yangon
Contract Length	: A calendar year based contract, reapply the position according to staff policy.
Child Safeguarding	: Level (3) A basic criminal record background check is required
SCOPE OF ROLE	
Supervision	: Project Manager
Report to	: Steering Committee member (Policy),and then Project Manager and Donor Agency
Direct reports	: Nil
Financial Approval	: No financial approval
Closing Date	: 13-May-2025

1) Specific Responsibilities

- Implement financial systems and procedures according to Financial Manual and other CFN policies at office level
- Prepare bank accounts and cashbox reconciliations.
- Verify that vouchers and supporting documents meet CFN financial manual standards before payment.
- Ensure timely payment of staff salaries, contractors, suppliers and other expenditures.
- Ensure sufficient cash in the bank and in the cash boxes.
- Prepare monthly financial reports and send all relevant documents to project manager and funding agency.
- Prepare and participate procurement plan and payment process in line with procurement policy.
- Ensure filing of all financial documents according to CFN financial manual standards.
- Supervise, train and develop project staff and CSOs for the financial systems and procedures.
- Responsible for managing monthly financial statements of the project
- Ensure that all payment requests are properly documented, verified and authorized before payments are made;
- Reconciled all balance sheet accounts every month.
- Support annual plan preparation and quarterly forecasting process to a steering Committee member(policy).
- Control that supporting documentation of all cash transactions are valid and report to the project manager in case of insufficient documentation;
- Issue payment vouchers and ensure that all payments have the correct project and account codes;
- Keep track of all payment of cash advances and ensure that all advances are accounted for within set guidelines by the internal control policy.
- In close coordination with PM's, prepare the cash request for the projects to ensure cash flow of the base.
- Working together with the project team to make sure the financial documents and amount are against the approved budgets.
- To support the Steering Committee member(policy) in the financial decision- making and financial planning and analysis process.
- Prepare a complete final financial report for funding agency and audit activity.
- Arrange prepare the receipts, bills, invoices and vouchers of project expenses for booking in to the organization's accounting system.

- Run payments directly to supplier/ CBO, CSOs when needed.
- Support project staff in financial matters.

2) Qualification & Experience:

- Experience from working as a Finance officer in a humanitarian/recovery context.
- Minimum 3 years of proven experience in accounting, and budgeting and preferable to the advance Excel for financial accounting, LCCI level 2-3.
- Experience in balance sheet reconciliation.
- Knowledge and understanding of humanitarian operating context.
- Ability to maintain a high level of accuracy in preparing monthly reports.
- Knowledge of managing cash/bank accounts.
- Professional knowledge of auditing
- Good negotiating skills, procurement planning and monitoring, mentoring,
- Previous experience from working in complex and volatile contexts
- Demonstrate a high degree of professionalism and integrity.
- Documented results related to the position's responsibilities
- Some knowledge of English
- Flexible, creative and co-operative

Zero Tolerance Policies

- Fraud Policy
- Child Safeguarding Policy

Safeguarding Our Staff

The post holder is required to carry out the duties in accordance 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 13-May-2025. Only shortlisted candidates will be contacted.

Remark – Need to express your minimum and maximum expected salary for this position

Organizational Information

Contact Phone	- 09 757 794 860
E-Mail	- cfnhrteam@gmail.com
Facebook Page	- CFN;Child Development Association