

VACANCY ANNOUNCEMENT (URGENT Hiring)

(VA – 009/2025)

CFSI is a humanitarian organization committed to peace and social development, with a particular interest in the psychosocial dimension. Its mission is to protect and promote human security— specifically the lives, well-being, and dignity of people uprooted by persecution, armed conflict, disaster, and other exceptionally difficult circumstances.

CFSI in Myanmar seeks qualified, experienced applicants with diverse backgrounds to work with CFSI, the duty station is in Naypyidaw.

1. Finance and Administration Assistant

1 post

SUBMISSION OF APPLICATIONS

Interested applicants should send their Expression of Interest (EOI) application to cfsi-myanmar@cfsi.ph with the subject line CFSI Screening Committee - (Position Title). *Example: CFSI Screening Committee-Monitoring and Evaluation Assistant.* The Screening Committee will only contact short-listed candidates. In your submission, include the following documents:

- (1) Letter of interest addressed to the “Screening Committee”**
- (2) Updated curriculum vitae**
- (3) Names and contact details of three professional references**

CFSI highly values diversity, is an equal opportunity employer, and welcomes into the Organization those who are committed to human rights, subscribe to humanitarian principles, and meet the requirements of specific posts. Employment is offered without regard to race, color, religion, gender, age, (dis)ability, sexual orientation, or marital status. Committed to being a learning organization, CFSI invests in the further development of its human resources, including contributions towards higher education.

CFSI is committed to preventing any type of unwanted behavior at work, including sexual exploitation and abuse, lack of integrity, and financial misconduct. CFSI has adopted a zero-tolerance approach to sexual exploitation, abuse, and harassment. Rigorous background and reference checks are undertaken for all short-listed candidates.

Incomplete application will not be considered for selection.

Qualified females are strongly encouraged to apply.

Deadline of Submission: 25 April 2025

COMMUNITY AND FAMILY SERVICES INTERNATIONAL

Position Description

Position	: Finance and Administrative Assistant
Reports to	: Finance Officer, Humanitarian Response Project Coordinator
Duty Station	: CFSI Field Office in Naypyidaw (FON)
Project Classification	: Humanitarian Response Project (HRP) - Naypyidaw

Duties and Responsibilities:

Under the supervision of the Finance Officer and the Humanitarian Response Project Coordinator (PC), the Finance and Administrative Assistant shall manage the overall financial transactions of the project, as well as administrative duties to ensure the welfare of the project team.

Specifically, the Finance and Administrative Assistant will perform the following tasks:

Finance

01. Monitors project expenses based on the approved HRP's Work and Financial Plan.
02. Assists the Project Coordinator in monitoring and projecting the financial management of the project, including funds flow.
03. Ensures that monthly financial reports (as required by CFSI Headquarters), including supporting schedules and other periodic reports (weekly cash position/forecast, monthly bank reconciliation statements) of the project are generated on a timely basis for submission to the Finance Officer.
04. Performs analytic review of expense accounts by comparing actual expenses with the budget and provides explanations for items with significant variances.
05. Ensures records of project accounts are updated.
06. Ensures compliance with all financial and contract reporting requirements for donors, partner agencies, and government regulatory bodies of the Project.
07. Implements review processes in the field office to ensure that all receipts and disbursements, account distribution, and supporting documentation are accurate and in order.
08. Ensures that an updated monthly inventory of all project assets (i.e., office space, furniture and fixtures, equipment, etc.) is maintained.
09. Implements and manages a filing system to ensure that copies of vouchers and supporting documents of all project transactions are properly filed.
10. Ensures that accounting forms such as payment vouchers (PV), official receipts (OR), petty cash vouchers (PCV), and other supporting documents used in the project are properly managed and utilized.
11. Oversees the resolution of project accounting and financial problems and/or issues in coordination with the Finance Officers and the Comptroller in Headquarters.
12. Assists in the preparation of the project work and financial plan and the preparation of project activity budgets.
13. Assists in the preparation of external audit requirements.
14. Performs other related tasks, as may be required by the HRP Coordinator, Finance Officer, and the Comptroller in Headquarters.

Administration

01. Ensures that all project staff complied with HR requirements, including resume, and government IDs (NRC), in coordination with Administration Assistant and/or Administration Officer.
02. Maintains the personnel files and other administrative records of all office staff.
03. Supervises the maintenance of leave files of office staff, so that the files are submitted monthly to CFSI headquarters for recording purposes.
04. Ensures payroll accounts of office staff are processed and created.
05. Monitors the Daily Attendance Record of all staff and submits it to Administration Assistant monthly.
06. Ensures the care and maintenance, registration, and insurance of the CFSI Sub-Office, premises, equipment, fixtures and furniture, and project assets, including vehicles, computer hardware, and software.
07. Works closely with the Administration Assistant for admin requirements.
08. Performs other pertinent tasks that may be assigned by the Deputy Executive Director for Finance and Administration.

Reporting Obligations/Deliverables

01. Monthly, quarterly, and project end financial reports
02. Weekly fund status report and budget projections
03. Initial and project end inventory of project assets

04. Staff Welfare Documentation
05. Other deliverables of the project and as and when reasonably required.

Qualifications, Skills, and Necessary Experience

01. Preferably a Certified Public Accountant (CPA)
02. Bachelor of Science in Accounting Finance, Business Administration, or related fields
03. At least two (2) years of progressively responsible experience
04. Thorough understanding of non-profit accounting
05. Demonstrated oral and written communication skills in English.
06. Excellent interpersonal skills
07. A proactive approach to problem-solving and professional responsibilities
08. Demonstrated ability to work independently, as well as in a team, is required.
09. Able to work in a high-stress, multi-cultural and multi-task environment.
10. Proficient in MS Excel, MS Word, and MS Outlook
11. Familiarity with MS Excel and MS Word
12. Proficient in appropriate accounting software, particularly QuickBooks or NetSuite
13. Willing to travel in CFSI-covered areas in Myanmar, as and when required.
14. Willing to work beyond the normal work hours, to deliver own work expectations.