



Terms of Reference (TOR)

Job Title: Finance Coordinator

Job Location: Hpa-An, Kayin State

Contract Duration:1 year

Background

HEKS/EPER works globally for a more humane and equitable world, supporting people to overcome hardship and live with dignity. HEKS/EPER commenced working in Myanmar in 2017 as part of an initial pilot phase to explore new and innovative approaches towards development cooperation. HEKS focuses on sustainable support for smallholder farmers by promoting systemic change in the agri-food sector and creating opportunities for skills development, entrepreneurship, and employment-especially for disadvantaged groups.

HEKS/EPER (Swiss Church Aid) is commencing implementation of a new climate resilience project in South-East Myanmar, aiming to strengthen climate-resilient food systems and improve income-generating opportunities for vulnerable populations. The project applies to a Market Systems Development (MSD) approach and is implemented by a consortium of HEKS/EPER and national/local partners in Kayin, Kayah, Mon, and Southern Shan States. The Finance Coordinator plays a pivotal role in project financial management and reporting.

Minimum Qualifications and Experience:

- University degree in Accounting, Finance, or a related field; CPA/ACCA certification is a strong asset.
- Minimum of 5 years of experience in financial management, ideally in INGOs or donor-funded projects.
- Proficiency in financial software and spreadsheets (QuickBooks, SUN, Excel, etc.).
- In-depth knowledge of donor compliance, financial controls, and procurement systems.
- Experience working in consortium settings is an advantage.



Job Description:

The Finance Coordinator will report directly to the Consortium Project Manager and Finance Manager. He or she will be responsible for carrying out the following key responsibilities:

- Lead the preparation and review of budgets, fund requests, and financial reports for the consortium.
- Ensure compliance with LIFT/UNOPS financial guidelines and HEKS/EPER internal procedures.
- Monitor fund disbursements, cash flows, and expenditure tracking.
- Support implementing partners with financial reporting and capacity building.
- Maintain the project inventory and oversee fixed assets management.
- Support audits, including preparation of documents and response to audit findings.
- Contribute to procurement planning and review of financial documentation.
- Provide monthly financial analysis to support decision-making.
- Demonstrated ability to work independently as well as collaboratively in a team.
- Ability to work under pressure. Must demonstrate positive behaviors and attitudes, including adaptability, problem-solving, and emotional intelligence, while fostering mutual respect among team members.
- High flexibility and curiosity for innovative solutions to longstanding challenges.
- Demonstrated cultural sensitivity and sound judgment.

Final Provisions:

This position may include additional tasks based on evolving needs of the project. The job description may be updated in line with HEKS/EPER's financial management policies.

We offer:

- An opportunity to lead finance for a flagship, multi-million-dollar resilience project.
- A collaborative and professional working environment.
- Competitive compensation package and capacity development opportunities.



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How to Apply:

Please send your cover letter, CV, and two references to nang.sankham@heks-eper.org by 7th May 2025. Only shortlisted candidates will be contacted. The selection process will include an interview and a written test. Due to the urgent need, early applications are encouraged, and a **rolling basis** will be applied.

Subject line for application: Finance Coordinator