



Ratana Metta Organization

No. (483-B), 1<sup>st</sup> Floor, Aung Myittar Street, 4<sup>th</sup> Quarter (South), Thaketa Township, Yangon.

Contact Phone: 09 73024794

Email: [ratanametta.recruitment@gmail.com](mailto:ratanametta.recruitment@gmail.com)

## **Vacancy Announcement for National Only**

Position	:	Finance Manager (1) Post
Location	:	Thingungyun Township, Yangon
Report to	:	Finance Committee
Direct reports	:	Accountant, Finance Asst., Finance Officer
Duration	:	One year (including 3 months' probation period)
Application deadline:		29 <sup>th</sup> May 2025

### **Organization Background:**

RMO - Ratana Metta Organization was founded in September 10, 2004 with the main objective to prevent transmission of HIV/AIDS in Myanmar. Since then, it grew enormously into one of the outstanding local NGOs in Myanmar covering health, child protection, livelihood, women, youth and peace building sectors. In partnership with UN, INGOs, NGOs and CBOs for over 20 years, RMO could hold the excellent track records in implementing multi-sectors-projects. RMO is now operating 10 branch offices in different parts of Myanmar. Registered with the Ministry of Home Affairs (Registration No. Local 0132/2022 1098), RMO is systematically organized with its vision, mission, objectives, core values and strategic plans.

### **Qualifications: Education/Knowledge/Technical Skills and Experience.**

1. Must have a B. Com (or LCCI Level (3) UK) degree from the University of Economics.
2. Must have at least (5) years of work experience related to financial management.
3. Computer (Microsoft Office), E-mail, G-mail, Zoom and Microsoft package Must be an expert.
4. Myanmar-English address read must be an skill speaker.

### **Core Functions/Responsibilities:**

1. Implement the financial systems, and policies & procedures in compliance with organizational standards and donor requirements.
2. Perform as a focal person for financial management, accounting processes, financial controls, and donor and statutory compliance for RMO's work.
3. Ensure quality of all financial works, and timely submission of financial reports which is in line with the target timeframe and required corrections are performed in a timely manner.



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4. Ensure internal cash flow and smooth RMO organization and operation activities
5. Ensure coordination and collaboration with other department head.
6. To make sure all of the cash books and bank books data are timely and correctly recorded in the accounting software.
7. Ensure all the account codes across the projects are consistent and uphold the integrity of the financial information in the accounting software.
8. Ensure preparing for the regular variance analysis for both head office and project operations.
9. Ensure full understanding of organizational policies and donor compliances by all project staff.
10. Ensure all the financial transactions are in line with the principle of value for money.
11. To keep all financial documents in a systematic manner.
12. Ensure the reconciliation of cash and bank, cash-in-transit, and other assigned accounts in a monthly or quarterly manner.
13. Carries out financial induction for new staff and provide technical support and on-the-job training to other finance staff.
14. In the Procurement Committee and the Finance Committee, the Finance Manager is responsible for acting as the secretary.
15. When the monthly statement of income/expenditure of the RMO organization, operation and project is approved at the executive board meeting held on the 7th of every month.
16. Conduct financial risk assessment and ensure financial risk-free project.
17. To support the internal and external project and organizational audits of RMO and Every year, when the annual accounts of Ratana Metta Organization has been preparing it must be inspected by an external audit team registered with the Myanmar Accounting Council, and when it is necessary to correct the findings, it must be able to do so in accordance with the instructions of the financial committee.
18. At the end of the project, the accounts of the project should be audited by an external audit team registered should be able to coordinate with relevant project staff to resolve the audit findings and the Donor's findings.
19. Should be able to carry out tasks if assigned by the responsible level according to the requirements and must be able to travel to regional offices according to needs.



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### How to apply:

- Please submit **your application form (attached in below) or your updated CV** with contact details of 3 **referees** and cover letter, summarizing why you are suitable for this position and how to fulfill child protection project's job qualification and requirements to [ratanametta.recruitment@gmail.com](mailto:ratanametta.recruitment@gmail.com) not later than **3:00 PM, 29 th May, 2025**.
- **Applications after closing date and without the complete CV will not be considered.** And also **only CVs applied via Email will be accepted.**
- Please note that there is **NO TELEPHONE INQUIRY** and **only** shortlisted applicants will be contacted for Written Test and Personal Zoom Interview.

### Child Safeguarding and other

*RMO is working with children, person with disability (PwD), PLHIV and committed to the safeguarding of children and vulnerable adults under the core sectors of our work. We have **zero tolerance** for any behaviors and practices that puts children and/or vulnerable adults at risk of abuse and/or harm. Successful candidate will be expected to adhere to Code of Conduct and sign up to RMO's Child Safeguarding policy and PSEA.*