

VACANCY ANNOUNCEMENT

Date	13 October 2026
Position	Finance Manager
Number of Posts	1
Duty Station	Yangon
Reports To	Head of Finance Department
Contract Duration	6 months, with possible extension
Application Deadline	27 October 2026, 5:00 PM

Position Summary

The Finance Manager will provide overall financial management, oversight, and technical support to ensure accurate accounting, effective cash management, sound budgeting, timely financial reporting, and compliance with applicable financial and donor requirements. The position will work under the direct supervision of the Head of Finance Department and collaborate closely with finance, programme, operations, and project teams.

Key Responsibilities

Financial Management & Support

- Ensure accounting processes are accurate, timely, and consistently applied across all levels.
- Review and control the recording of cash flows and monitor monthly cash balances.
- Review and consolidate monthly accounting information and coordinate with relevant teams for validation.
- Support annual financial closing and other year-end accounting processes.
- Provide training, technical guidance, and advice to finance teams on financial procedures.
- Conduct regular field visits to provide financial oversight and support.
- Coordinate audit preparation, including development of Terms of Reference (TOR), contracts, supporting documents, and follow-up of audit processes.
- Ensure timely submission of monthly fund requests from field/project offices.
- Prepare and submit monthly fund requests and consolidated funding requests within required timelines.
- Monitor incoming cash transfers and ensure relevant teams are informed upon receipt.
- Coordinate timely cash transfers to field/project offices based on approved cash forecasts and funding requirements.
- Maintain accurate and up-to-date records of organizational bank accounts at national and regional levels.
- Ensure proper cash and bank reconciliations for all cashboxes and bank accounts.

- Manage banking processes and maintain effective relationships with banking institutions.
- Support project managers in preparing project budgets in line with donor requirements.
- Support the development and use of effective budget monitoring and follow-up tools.
- Coordinate with project teams to prepare timely and accurate financial reports for donors.
- Provide financial and budget-related support for donor inquiries, financial reports, audits, and budget reviews.

Coordination & Communication

- Represent the Finance function in internal coordination meetings and provide financial updates and advice.
- Coordinate with donors and relevant stakeholders on financial processes and requirements.
- Work closely with programme and operations teams to monitor project financial performance and budget utilization.
- Promote effective teamwork, communication, and collaboration within the Finance team.

Reporting

- Prepare accurate and timely financial reports.
- Support the Head of Finance Department with financial reporting, analysis, and overall financial monitoring.

Qualifications & Experience

- Degree or diploma in Finance, Accounting, Management, Economics, Mathematics, or a related field.
- Proven leadership and people-management skills.
- Strong ability to provide technical guidance, coaching, and training.
- Relevant experience working with national partners and local or government authorities.
- Previous experience with CSOs, LNGOs, INGOs, and donor-funded projects.
- Strong report-writing skills in English.
- Advanced Excel skills and practical experience with financial management or accounting systems.
- Good written and verbal English communication skills, with the ability to work effectively with partner organizations and stakeholders.

How to Apply

Interested candidates are invited to submit their updated CV and cover letter to 2026.hrrecruit@gmail.com **no later than 27 October 2026 at 5:00 PM**. Only shortlisted candidates will be contacted for the next stage of the recruitment process.