Justice Base is recruiting a Finance Manager to manage the finances of the Constitutional Federalism Institute and other Justice Base projects. The ideal candidate is an experienced finance manager with experience of the financial management of NGO-led projects funded by international donors.

About Justice Base:

Justice Base ([www.justicebase.org](http://www.justicebase.org)) is an international non-profit rule of law organisation and is registered as a charity in the United Kingdom. Justice Base’s mission is to promote the rule of law in transitional and post-conflict societies by building the capacity of local lawyers and supporting nationally-owned rule of law initiatives.

Justice Base operates on a demand-driven, bottom-up model, in which local actors (lawyers, CSOs, activists) determine the design and implementation of programs. Since 2012, Justice Base has empowered lawyers and CSOs on a variety of thematic areas including: criminal justice and fair trial rights, citizenship and access to documentation, combating hate speech and encouraging inter-faith harmony, anti-discrimination, federalism and research programs focused on assessing access to justice and the risk of statelessness.

The Project

The CFI is an initiative aimed at contributing to an inclusive peace process in Myanmar that leads to sustainable peace and the development of strong democratic institutions. The CFI will seek to achieve this objective by focusing on intensive training for current and next-generation leaders and advisors and by providing capacity building and assistance to groups currently underrepresented in the peace process. The CFI curriculum will cover advanced federalism topics as well as particular forms of research, writing and advocacy. By attending CFI Courses, civil society organizations and political parties, including women’s groups, associations and organizations, and others from small minority ethnic groups, will be empowered to participate in the peace process, knowledgeable and pragmatic about potential federal structures and have the capacity to advocate for their own rights and those of their communities.
Responsibilities

- Ensure effective financial management of the Project (and other Justice Base projects) ensuring compliance with Justice Base’s financial policies and in accordance with the requirements of the relevant grant agreements.

- Ensure accuracy of finance and accounting documents and entries submitted by the Project, including petty cash & bank reconciliations.

- Oversee entry of financial entries into Quickbooks accounting software, payments to suppliers, and petty cash system.

- Produce financial reports for the Project in coordination with the Project Manager. Monitor actual to budgets.

- Produce internal and other reports and provide financial information as may be required by the Executive and Country Directors.

- Assist in the preparation of budgets for funding applications; the preparation of the annual external audit; the review and improvement of financial procedures.

- Report to the Project Manager and work closely with the UK Finance Manager, the Finance Manager of the partner organisation, the Yangon School of Political Science and other Justice Base staff.

- Manage and develop the Accountant Associate.

- Assist in other financial and administrative tasks as required.

Location: Yangon, Myanmar.

Contract: 18 months starting as soon as possible.

Salary: USD$ 1,200 per month

Qualifications

- Degree in a relevant field such as accountancy or business administration.
Knowledge of analytical accounting and international audit standards and principles.

Minimum of 3 years’ of experience working as a finance manager, accountant or financial officer.

Fluent written and spoken English preferred. Fluent written and spoken Myanmar language preferred.

A commitment to the values of Justice Base including the promotion of human rights, equality and non-discrimination.

Skills and Experience

- Expert knowledge of Microsoft Office & Google word-processing and spreadsheets; and accounting software (especially Quickbooks).
- Experience of working on international development/rule of law and/or working with an international or national NGO.
- People management skills (including experience of supervising or managing junior finance or administrative staff).
- Strong planning, organisational and teamwork skills.

How to apply:

Please send a CV and a covering letter to email dpromtan@gmail.com

Application closing date: 3 September 2019