

VACANCY ANNOUNCEMENT

Job Title	Finance and Grants Assistant
Employment Status	Full Time
Number of Position	1
Location	Yangon, Myanmar
Travel	Up to 20 % of work time (travel to project areas in Myanmar)
Reporting to this position	Nil
Report to	Senior Finance and Grants Coordinator

Community Partners Myanmar (CPM) is a local community-based non-government organization, established in January 2012. CPM works together with local organizations to increase their capacity to deliver essential health, development, social, and humanitarian assistance services in Myanmar. CPM has nearly 10 years of experience in building the skills and resources of local partners (including faith-based organizations, local NGOs, community-based organizations, and ethnic health organizations). Currently, CPM is working together with Community-Based Organizations (CBOs) and Civil Society Organizations (CSOs) for delivering primary health care services, education, livelihood, and community development services in sub-urban areas and remote areas.

CPM is looking for a qualified candidate to support the financial and grant management of projects. The Finance & Grants Assistant will work closely with the program team to ensure that all the compliance on finance and grants are in line with CPM and donors' policies and requirements.

Primary Responsibilities

- With advice from the Finance and Grants Manager, ensure staff and partners are well-supported and regularly monitored to maintain good financial management practices and a strong internal control system
- Ensure systematic cash and control banking process are in place and manage the funds transfer to staff/partners on time.
- Conduct desk reviews of staff and assigned partners' financial transactions and supporting documents to verify proper expense documentation and compliance with CPM financial policies and procedures.
- Ensure both CPM and partners' financial data, expenses are timely and accurately recorded in the accounting system



Regular Responsibilities

- To ensure full understanding and compliance of CPM and donor policies by all project staff, as well as sub-grantees through training, guidance, and support
- To verify cash advances/payments and manage the funds transfer to staff/partners on time
- To monitor payments of rent, utilities, electricity, Internet, maintenance fees, etc.,
- Provides feedback to the staff/partners on the results and follows up any questionable and/or missing items.
- Make sure all coding are correct in requisitions, advances, and expense statements
- To code all receipts and invoices and enter into the financial accounting system
- To maintain filing system periodically the financial and accounting documents
- Prepare and document the reconciliation of financial cash and bank balances and petty cash on a monthly basis.
- If required, work with the Sr. Finance and Grants Coordinator and program staff to develop project and partners' budgets.
- To support Sr. Finance and Grants Coordinator to all the requirements from internal, external or donors' auditing processes
- Other duties as assigned.

Partner Support

- Build a strong and collaborative positive working relationship with partners and other staff members.
- Collaborate with Program teams to support and monitor sub-grants and review financial reports from assigned partners/organizations.
- To check and review assigned partners' & financial proposals, financial statement reports and documentations, provide feedback, and communicate with partners regarding charges as needed.

ESSENTIAL SKILLS

- Bachelor degree in Accounting, Finance, Commerce, LCCI or equivalent degree
- At least one years' experience in the accounting field. Experience in NGO financial management is preferred.
- Good in written and spoken English and Burmese (preferable)
- Ability to use excel, word-processing, and power point.
- Excellent organizational, planning and interpersonal skills
- Ability to provide financial management trainings to local partners is a plus
- Able to travel and work in remote area around Myanmar.



APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae including contact information of 3 professional references, and apply here to links:

<https://forms.gle/TuzxhmnoZNtNP4HD7>

- The closing date for application is 5:00 pm, (15 July 2025, Tuesday).
- Please clearly mention the Position and Location you are applying for in the email Subject Line.
- Applicants need to be cleared for sexual exploitation/harassment and abuse in previous jobs. If we found that the applicant has those types of cases, he/she will be subjected to the termination of the employment contract even after successfully selected
- Candidates are required to declare in advance should there be any relative or family member currently employed in CPM. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted.
- Contract and position are contingent upon successful award of the project and final approval by the donor.