



POSITION DESCRIPTION

Position : Finance and Grants Officer
Project : Meeting Targets and Maintaining Epidemic Control - EpiC project
Reports to : Senior Grants and Operations Manager (Finance and Admin Focal for Country Office)
Duty station : Yangon
Contract Term : Short Term (till December 2025) with possible extension

FHI 360 is seeking applications for the position of **Finance and Grants Officer** for the Meeting Targets and Maintaining Epidemic Control (EpiC) project in Myanmar. EpiC Project provides technical assistance to local partners to strengthen their HIV service delivery.

The **Finance and Grants Officer** will be responsible for sub-award management, monitoring and compliance and will provide capacity development and technical support to sub-recipients to strengthen their grant management systems and ensure strong management of sub-agreements, providing relevant fiscal information to the Senior Grants and Operations Manager, EpiC/Country Finance Focal, and the Project Director/Country Representative, and assisting with development and management of internal and external audits. He/she will ensure compliance with FHI 360 and USAID financial and accounting procedures, rules and regulations;

The responsibilities of Finance and Grants Officer will include:

- Working closely with Senior Grants and Operations Manager and program staff to coordinate pre-award assessments of sub-recipients;
- Coordination with the relevant program staff in reviewing grantees' proposed budgets to ensure compliance with donor and organization's policies;
- Monitoring and reviewing grantees' financial reports together with program focal, and provide feedback on findings as required;
- Reviewing expense documentation/ transactions and receipts for completeness and accuracy to ensure that grantees' expenses are in line with their approved budget, well documented and supported by receipts, and comply with donor and organization's policies and procedures;
- Facilitating timely advance and liquidation process for sub-awardees;
- Reviewing and verifying sub-awards financial/milestones reports and related documents prior to submission to the Project Director for approval;
- Providing assistance and troubleshooting for grantees throughout the process;



- Maintaining timely, complete and accurate grant documentation for each award in an auditable manner;
- Preparing project and operations cash requests and provide monthly cash requests to the Admin and Finance Focal for Country Office and Project Director;
- Financial monitoring visit to grantees' offices and provide technical support to grantees in financial management;
- Supporting the team for internal and external audits of FHI 360 and sub-receipient organizations when required;
- Working with the program staff to ensure smooth start-up and closeout of sub-awards;
- Performing other related duties as assigned.

Minimum requirements for this position are:

- Bachelor's Degree and at least five (5) years of related experience, or an equivalent combination of education and experience.
- Minimum 5 years of experience working with accounting/finance/grants in non-profits on donor-funded projects, preferable funded by the USAID.
- Demonstrated knowledge of non-profit financial management, subgrant management, budget development and monitoring.
- Significant experience working with developing reports and maintaining contracts and files.
- Ability to work independently, in teams, and across departments.
- Ability to organize and maintain large amounts of detailed information.
- A sound knowledge of USAID rules, regulations and processes;
- Good oral and written communication skills;
- Good organizational skills and the ability to manage multiple tasks;
- Flexibility to allow for travel, variable working hours, and some modifications of tasks and responsibilities as team and project needs change.

Preferred Qualifications:

- Myanmar national
- Detail-oriented and highly organized
- Experience completing a variety of financial tasks by establishing priorities and working in a fast-paced office environment, under pressure and against numerous deadlines
- Knowledge and experience of supporting local organizations working in HIV services is an asset
- Ability to work independently and as well as part of a team
- Accuracy and attention to detail in the performance of duties is of critical importance
- Working knowledge of accounting software packages and Microsoft Office.



FHI 360 has a competitive compensation package.

If you are interested in this position please submit a CV (resume) with your salary requirement and cover letter explaining why you are suitable for the position no later than July 10, 2025. Only shortlisted candidates will be contacted.

All applications must be submitted through this website.

FHI 360 is an equal opportunity and affirmative action employer whereby we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, social orientation, gender identity, national or ethnic origin, age, marital status, disability, veteran status, genetic information or any other status or characteristic protected under applicable law:

FHI 360 is a global development organization with a rigorous, evidence-based approach. Our professional staff includes experts in civil society, health, nutrition, education, economic development, environment and research. FHI 360 operates from 60 offices with 4,400 staff in the U.S. and around the world. Our commitment to partnerships at every level and our multidisciplinary approach enable us to have a lasting impact on the individuals, communities and countries we serve, improving lives for millions.