



Future Light Youth Development Organization

Bogyoke Road, Monywa Township, Sagaing Region, Ph 09-401504504, 09-942230099

VACANCY ANNOUNCEMENT

Date: 19-5-2025

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| Job Title | Finance Manager |
| Department | Finance Department |
| No. of Position | 1 |
| Location | Sagaing Township |
| Employment Type | Full Time |

About FLYDO

Future Light Youth Development Organization is dedicated to fostering sustainable development in Myanmar, with a focus on utilizing local resources and enhancing community resilience. In a region facing environmental challenges, the organization works toward environmental protection, disaster relief, and socio-economic growth. By promoting inclusive approaches, they aim to empower local civil society organizations and nurture human potential, ensuring long-term development that benefits the community and strengthens its capacity to address pressing needs.

FLYDO Myanmar is now seeking for a suitable passionate national candidate for Project Manager Position at multiple Townships.

Position Overview:

The Finance Manager will oversee all financial operations within FLYDO, focusing on budgeting, financial reporting, compliance, and grant management. This position is crucial for ensuring financial transparency and will provide valuable insights to support FLYDO's strategic objectives. Collaborating closely with the Executive Director and the Senior Management Team, the Finance Manager will play a vital role in advancing the organization's mission by ensuring that financial strategies are aligned with programmatic goals.

Key Responsibilities:

1. Financial Planning and Budgeting

- Lead the annual budgeting process, collaborating with program managers to create a budget that aligns with organizational and programmatic goals.
- Provide monthly and quarterly financial forecasts, analyzing variances and identifying trends to support strategic decision-making.
- Present comprehensive financial reports to the Executive Director and Board, offering insights into financial performance and program funding.

2. Accounting and Financial Operations



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- Oversee the organization's accounting operations, including accounts payable, accounts receivable, payroll, and financial data entry, ensuring compliance with relevant standards.
- Maintain accurate financial records and perform reconciliations to ensure integrity and reliability of financial data.
- Monitor cash flow and funding requirements, ensuring adequate resources to meet operational and programmatic needs.

3. Grants and Donor Reporting

- Manage the financial aspects of grants, ensuring compliance with donor guidelines, budget tracking, and accurate allocation of funds.
- Coordinate with program managers to ensure that grant expenses are recorded properly and within specified budgets.
- Prepare detailed financial reports for donors and partners, ensuring adherence to reporting deadlines and compliance requirements.

4. Compliance and Risk Management

- Ensure that all financial practices adhere to FLYDO's policies, as well as local and international regulations.
- Prepare for and coordinate financial audits, serving as the primary point of contact for auditors.
- Develop and enforce internal controls to safeguard assets and ensure compliance with financial policies and procedures.

5. Team Development and Capacity Building

- Mentor and train finance team members, building capacity to enhance financial management and operational efficiency.
- Provide guidance to program and operations staff on budgeting, compliance, and financial reporting requirements.
- Lead process improvement initiatives to streamline financial operations and reporting.

Qualifications

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field (CPA, CMA, or MBA is preferred).
- At least 5 years of experience in financial management, preferably within the nonprofit or humanitarian sectors.
- In-depth understanding of financial and accounting principles, regulations, and best practices, particularly those relevant to nonprofit finance and grant management.
- Proficient in financial software (such as QuickBooks, SAP, or similar) and advanced Excel capabilities.
- Proven experience in budgeting, forecasting, and financial reporting, with the ability to convey financial information clearly to non-financial personnel.



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- Strong analytical, problem-solving, and organizational skills, with a keen attention to detail.
- Excellent command of English and Myanmar, with strong translation skills in both written and spoken forms.

Skills and Competencies

- Ability to align financial planning with FLYDO's organizational and programmatic goals.
- Strong ability to interpret financial data, conducts variance analyses, and generates insights for decision-making.
- Effective in conveying complex financial information clearly to diverse stakeholders, including donors and program staff.
- Experience in building, leading, and mentoring a finance team to achieve operational excellence.
- Commitment to transparency and ethical management of financial resources.

Working Conditions:

- Based in Sagaing Township with potential travel within Myanmar as required by the project.

To Apply: Interested person should submit the application letter, curriculum vitae with relevant documentation and a recent photo to the flydomyanmar@gmail.com. If sending your application via email, please mention the position and location applied for in the subject line.

FLYDO has a zero-tolerance policy towards sexual exploitation, abuse, and harassment (PSEA). All staff are expected to uphold the highest standards of behavior and comply with FLYDO's PSEA policy at all times. Breaches of this policy will result in disciplinary action, up to and including termination of employment.

Only short-listed candidates will be contacted. Future Light Youth Development Organization is committed to fostering diversity and inclusivity and encourages all qualified individuals to apply. Future Light Youth Development Organization is committed to diversity and inclusivity.