

**Job Title: Finance Officer– Sein Lann Project**

Location: Bogalay Township, Ayeyarwaddy Region, Myanmar

Reports to: Project Manager (Kyal Sin May Development Organization)

Application deadline: 12th May 2025

Project Focus: Improving food security, nutrition, and promoting gender-responsive, sustainable livelihoods for vulnerable households

About Kyal Sin May Development Organization

Kyal Sin May (KSM) is a women-led organization based in the Ayeyarwaddy Region, Myanmar, dedicated to empowering women and building resilient rural communities. Founded after Cyclone Nargis, KSM strengthens livelihoods through sustainable development initiatives, capacity building, gender empowerment, and support for women-led enterprises. KSM's programs focus on sustainable livelihoods, nutrition and community health, safe migration, disaster risk reduction, social protection for vulnerable groups, and emergency response. Through comprehensive programs and strong partnerships, KSM fosters socio-economic growth, environmental protection, and community resilience, contributing to a prosperous and inclusive future.

Position Summary

The Finance Officer will be responsible for ensuring the financial management, control, and reporting for the Sein Lann Project. The role involves overseeing financial transactions, maintaining accurate financial records, managing budgets, preparing financial reports, and ensuring compliance with both Kyal Sin May Development Organization's and donor financial regulations and policies. The Finance Officer will work closely with the Project Manager and other project staff to ensure that the project's financial resources are effectively utilized to meet project objectives.

Key Responsibilities**Financial Management**

- Monitor project expenses and ensure that spending aligns with the approved budget.
- Oversee and process financial transactions for the Sein Lann Project, including payments, receipts, and reconciliations.
- Maintain accurate and up-to-date financial records, ensuring that all documentation is complete and properly filed.
- Process and record all financial transactions using the organization's financial systems and software.

Budget Management:

- Assist in the preparation and regular updates of the project budget in collaboration with the Project Manager.



- Track budget expenditures and monitor any variances, providing recommendations for corrective actions as needed.
- Ensure that the project adheres to donor-specific financial guidelines and that financial resources are effectively managed.

Financial Reporting

- Prepare regular financial reports for internal and donor reporting, ensuring that they are accurate and submitted on time.
- Work with the Project Manager to prepare financial reports for project meetings, and assist with financial narrative reports as required by donors and stakeholders.
- Ensure that all project expenditures are supported by proper documentation (invoices, receipts, etc.) and that they are compliant with organizational and donor requirements.

Internal Controls and Compliance

- Ensure compliance with Kyal Sin May Development Organization's financial policies, procedures, and accounting standards.
- Conduct regular internal checks and reconciliations to ensure the accuracy of financial records.
- Support audits and assist in providing necessary documentation for external audits.

Cash Flow Management

- **Manage cash flow for the project, ensuring sufficient funds are available for project activities.**
- **Monitor cash transactions and ensure that all transactions are recorded correctly.**
- **Ensure that project funds are used appropriately and in line with budgetary allocations.**

Capacity Building and Training

- Provide training and support to project staff on financial management procedures, including proper documentation of expenses and adherence to financial policies.
- Support the development of financial literacy within the project team to ensure compliance and transparency in financial processes.

Gender and Safeguarding

- Ensure financial practices are aligned with Kyal Sin May's gender-sensitive approach, ensuring that financial resources are allocated equitably, especially for women and vulnerable groups.
- Adhere to safeguarding policies and ensure financial transparency and accountability at all levels.

Qualifications and Requirements:

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- At least 2 years of experience in financial management, accounting, or a related field, preferably in a development or humanitarian context.
- Experience managing budgets, processing financial transactions, and preparing financial reports.
- Familiarity with donor-funded projects and donor financial compliance requirements is an asset.



- Strong financial management skills with the ability to track and monitor budgets, expenditures, and cash flow.
- Proficiency in accounting software (e.g., QuickBooks, Excel) and familiarity with financial reporting tools.
- Strong attention to detail, organizational skills, and ability to manage multiple tasks simultaneously.
- Good communication skills, both written and verbal, with the ability to explain financial information to non-financial staff.
- Ability to work independently and as part of a team.

Personal Attributes:

- High level of integrity and professionalism.
- Strong commitment to financial accountability and transparency.
- Ability to work under pressure and meet deadlines.
- Strong problem-solving skills and a proactive attitude.

Working Condition

The position is based in Bogalay Township, Ayeyarwaddy Region, with the possibility of travel within rural areas as required by the project.

To Apply: Interested candidates should submit an application letter, curriculum vitae (CV) with relevant documentation, and a recent photo. Applications should be sent via email to kyalsinmay.bgl@gmail.com, with the subject line clearly stating the position and location applied for. Only shortlisted candidates will be contacted. Kyal Sin May Development Organization is committed to fostering diversity and inclusivity and encourages all qualified individuals to apply.

Safeguarding and Ethical Conduct

Kyal Sin May Development Organization is committed to ensuring the protection and safety of all individuals, especially women and children, involved in its programs. We adhere to Protection from Sexual Exploitation and Abuse (PSEA) standards and expect all staff to comply with these ethical standards. The organization fosters a culture of respect, dignity, and inclusivity, and enforces policies that prevent and address any form of sexual exploitation, abuse, and harassment.