



# Job Vacancy Announcement

## Action Contre La Faim-Myanmar

### JVR202405

**Finance Manager**

**Sittwe**

**Duration: 7 months with possible extension**

**Starting Date: As soon as possible**

ACTION CONTRE LA FAIM (ACF): For almost 40 years, across nearly 50 countries, we have led the global fight against hunger. We save the lives of children and work with their communities before and after the disaster strikes. We enable people to provide for themselves, see their children grow up strong, and build prosperous communities. We constantly search for more effective solutions, while sharing our knowledge and expertise with the world. We push for long-term change. We will never give up until the world is free from hunger. Since 1994, ACF-Myanmar has been assisting vulnerable populations in the Republic of the Union of Myanmar.

As an international humanitarian organization involved in emergency programs, all **ACF staff have to be available at any time in order to respond to any emergency work, should the need arise.**

All employees and representatives of Action Contre la Faim uphold and promote the highest standards of ethical and professional conduct at all times, and abide by the organization's policies, including the policies on Gender equality, Safeguarding and Protection from Sexual Exploitation and Abuse.

#### **GENERAL ASSIGNMENT:**

Ensure sound accounting and financial management of the base according to the procedures defined for the mission and within the ACF financial management framework. Maintain external relations with partners facilitate external and internal communication and participates in the context analysis.

#### **TASKS & RESPONSIBILITIES**

##### **Objective 1: Provide accounting services for the base**

- Control the cash closure at the end of the month
- Audit the accountancy documents on regular basis and be involved in the improvement of the accountancy system
- Disseminate information about the accounting procedures of the base and ensure that these procedures are respected
- Provide information pertinent to the correct budgetary charging of expenses
- Ensure the comprehensiveness and the precision/checking of entries and the correct budgetary charging of expenses
- Ensure the correctness of cash stocks and bank accounts and verify physical cash count
- Forward accounting information to the capital on time
- Archive accounting documentation in accordance with ACF procedures
- Make bank reconciliation

##### **Objective 2: Managing cash**

- Collect financial information from program managers ;
- Provide monthly cash forecast for his/her base to coordination, check the coherence with BFU
- Implement the Cash Management procedures on the base and ensure they are respected



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- Ensure the availability and safe keeping of the necessary cash
- Authorise and make payment for purchases falling within the monthly forecast of his/her base
- Provide the Head of Finance Department with information concerning the circumstances of the base which may impact on the process of cash management
- Establish requests to commit expenses on a non-signed contract (Z2) in collaboration with Program Managers and Field Coordinator and inform the Head of Finance Department
- As and when necessary, propose the choice of banking establishments, check their solvency and reliability, maintain relationship, follow the opening and closing of accounts and the adding of signatories according to ACF procedures
- Approve the methods of payment of on-going contracts for the base and ensure payment by the due date
- Inform the Head of Finance Department of significant discrepancy between procurement requests, monthly forecast and Budget Follow Up (BFU)

#### **Objective 3: Leading financial management of the base**

- Organise information meetings with national employees on the internal Admin/Finance rules and procedures;
- Inform employees of the internal rules (TA, Finance, Cash Forecast etc);
- Provide all necessary components for the establishment of the annual budget, for proposals and for feedback to funding bodies (audits, financial reports)
- Give support to Program Managers in the assessment of their needs
- On the request of the Head of Finance Department, work on the annual budget and proposals with the base's Program Managers and Field Coordinator and provide the Head of Finance Department and Field Coordinator with information relevant to the structural costs of the base
- Participate to analysis in accordance with the structure of the financing plan, take part in the process of allocating costs to certain donor contracts
- Participate in the preparation of reports to funding bodies and in audits
- Consolidate needs and costs in the base financing plans, keep them updated and share them on a monthly basis with the Head of Finance Department, the HR and Log Managers and the Field Coordinator
- Manage BFU process on the bases with Program, Logistics Managers and Field Coordinator
- Send a feedback on BFU to Finance Head of Department on a monthly basis and give regular feedback to Managers
- Anticipate and monitor financial risks (budget overspends, increased costs, lost invoices, lost deposits etc.) and keep the Head of Finance Department and Field Coordinator informed of these

#### **Objective 4: Check compliance with purchasing procedures and assist Logistics in the management of rental contracts**

- Control that purchasing procedure are respected
- Follow up the rental contracts (leases, vehicles...), the schedule of due dates, take part in the negotiation of renewal of contracts and validate the contracts.

#### **Objective 5: Contribute to external relations with mission partners**

- analyze the financial risks involved and formulate recommendations concerning the selection of partners
- implement and monitor the modes of financial management in the framework of joint projects
- establish with the partner the financial and budgetary aspects of partnership conventions and agreements
- ensure that the undertakings of ACF and its partners on financial and budgetary matters are respected
- take full advantage at base level of all innovative practices in the field of financial and budgetary management in partnerships
- play a role in consolidating the capacities of partners where a need is identified



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#### **Objective 6: To assist in information collection**

- Inform and assist relevant person on issues related to culture, context and political situation
- Collect information about the security situation and crosscheck them through different sources

#### **Objective 7: Manage the Finance team in both bases**

- Manage the leave planning for Deputy Admin/HR Manager and Finance team
- Ensure day-to-day management of his/her team (guidance, follow-up, motivation, conflict resolutions)
- Evaluate the performance and develop the skills of his/her team members
- Define the Human Resource needs of his/her area of activity and establish the organizational chart of his/her team
- Take part in the recruitment of team members
- Organize and lead team meetings
- Create and monitor individual action plans for team members
- Manage the planning process, the sharing and coordination of tasks, delegate the activities and check that they are carried out properly
- Provide appraisal interviews for team members
- Provide technical support to the team
- Identify the training needs of the team members
- Create, organize and lead training sessions in his/her area of expertise if needed

#### **Demonstrate personal commitment in promoting Gender Equality/ ACF Gender Minimum Standards and Safeguarding**

- Demonstrate personal commitment in promoting Gender Equality and ACF Gender Minimum Standards within the humanitarian and/or development work.
- Promote and ensure to follow safeguarding policy within the humanitarian and/or development work

#### **DEGREE AND SKILLS REQUIRED**

- Any graduate with professional experience in Accountancy or administration (diploma and professional experience in Finance and Administration)
- At least two (2) years demonstrated experience in related area
- Strong experience in coaching and capacity building
- Fluent English and mastery of basic office software packages
- Ability to work productively under stress, multi-task, and in a multi-cultural, conflict-affected context.
- Professionalism - Knowledge of local employment codes,
- Good organizer - Sense of confidentiality
- Competent user of Microsoft Office, email and internet
- Strong communication skills
- Experience in financial Software is an asset



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#### HOW TO APPLY

If you feel confident for this position please send your letter of application together with updated Curriculum Vitae including 2 references (references will be checked).

**To:**

ACF Sittwe Office: No 72, Sittwe Hotel Street, West Sanpya Quarter, Sittwe, Rakhine State.

ACF Yangon Office: No.99/F (3), U Aung Kain Street, Than Lwin Road, Bahan Township, Yangon.

Via an email: [recruitment@mm-actioncontrelafaim.org](mailto:recruitment@mm-actioncontrelafaim.org)

#### CLOSING OF APPLICATION: 16<sup>th</sup> May 2024

- Only complete files will be considered. Do not enclose any original document with your application, as they will not be returned to you.
- Only short-listed candidates will be contacted by Action Contre la Faim.
- Women are strongly encourage to apply.