



Job Vacancy Announcement

Action Contre La Faim-Myanmar

JVR202422

Finance Assistant

Sittwe

6 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:

Assist Finance Manager in base accounting and finance tasks

TASKS & RESPONSIBILITIES

Objective 1: Assist the management of base's cash and accounting

- Check Supplier Purchase Order and Cash Advance Request and assist accountant/cashier in releasing required funds ;
- Enter advance requests in the advance book ;
- Check and report to finance manager the eligibility of invoices submitted for payment (compliance with purchase voucher, required information)
- Enter purchase invoices in excel book and codify them according to budget allocation ;
- Report excel cash book on weekly basis and participate to monthly closure
- Take part in the monthly closing : printing of accounting documents, check supporting documents

Objective 2: Support in E-archive scanned documents filing process

- Sort accounting documents and codify and scan them according to ledger
- Check correspondence of scans and ledger;
- Upload the scans according to archiving system
- File the original documents according to archiving procedure by book.
- When requested, look for the original invoices or scans for audit purposes.

Objective 3: Support and Assist Finance Team in Accounting and Audit Process, and Field support

- Support the Finance Team in Accountancy Feedback Process.
- Assist the Finance Team in Audit Process (participate to gather documentation as requested by Coordination)
- Assist the Finance Team in Monthly Closure Process (bank statement collection, Withdraw, Transfer)
- Assist Finance team in payment to Urban and Rural areas of Sittwe (supplier payments, monthly salary and advances, loans, bi-weekly medical reimbursement and other allowances related to employees)



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- Coordinate with Program Team for financial activities in the field (payment of Grant, Training, Per diem, daily workers' etc....)
- Ensure all invoice and supporting documents are applied with ACF procedures

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 accounting knowledge and experience related to the filed
- Professionalism
- Good organizer
- Sense of confidentiality
- Computer skills
- Good knowledge of English

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

CLOSING OF APPLICATION: 5th July 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.