



Myanmar Red Cross Society

HR-VA No.136 – Field Finance Officer



Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

Field Finance Officer

No. of Post	: 1 post
Report to	: Field Operation Manager
Program/Project	: Mandalay Earthquake Relief and Recovery Operation
Duty Station	: Mandalay
Grade	: D-1
Benefits	: Salary + Insurance + Monthly Allowance + Training + Communication Charges + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave + Accommodation
Application Period	: 6-October-2026 to 13-October-2026, 16:30 p.m.

Brief Intro About Department or Program: In response to the March 2025 earthquake in Mandalay, the **Mandalay Earthquake Relief and Recovery Operation (ERRO)** office have been implementing humanitarian response and recovery programmes across 13 affected townships in the Mandalay Region. The ERRO is supporting earthquake-affected communities through a wide range of humanitarian programmes, including the provision of emergency and transitional shelter, house repair and reconstruction, Water, Sanitation and Hygiene (WASH) interventions, primary health care services, first aid and psychosocial support, livelihood recovery assistance, climate change adaptation, Disaster Risk Reduction (DRR), preparedness and emergency response initiatives, community resilience strengthening, and capacity development of Myanmar Red Cross Society (MRCS) branches. These interventions are implemented in close coordination with the Myanmar Red Cross Society, local authorities, communities, and humanitarian partners to support the recovery of affected populations and strengthen their resilience against future disasters.

Purpose of the Position: Within the frame work of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movement, **Field Finance Officer** will assist the Field Operation Manager and technical supports to the field project implementers to achieve the objectives of the project by close coordination with Finance Departments of MRCS.

Duties and Responsibilities:

1. Support to the Field Operation Manager for preparation of monthly cash request for the project.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities' members in our programs"

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality

MRCS-IFRC-EA(Mdy)/Field Finance Officer for ERRO Team/Mandalay(6/10/26)



2. Check and validate working advance requests, invoices and claim bills for Regional Office before payment and ensure compliance with Financial Regulations and procedures, and donor requirements.
3. Cash withdraw from Bank and disburse as payment.
4. Maintain safe box and safe box keys in line with financial regulations.
5. Co-sign cheques and disburse working advances and expenses for Office immediately after withdrawing from bank.
6. Provide the train the Field Project Staffs to do proper recording and reporting of expenses in accordance with MRCS donor guidelines and filling of Office related documents.
7. Review the expenses of each sector and provide feedback to concerned Branch Staff whenever necessary.
8. Monitor working advances of Regional Staff and report delays in clearing of advances.
9. Maintain cash book, general ledger and other financial records for recording of all financial transactions of Taunggyi Office by manual or accounting software.
10. Obtain bank statements immediately after the end of the month and prepare monthly bank reconciliation statements.
11. Ensure cash liquidity for the project by checking the balance of cash on hand and at bank at least once a week and submit request for funds transfer to HQ Finance when the cash and bank balance is low.
12. Check and valid Working Advance Clearance Report (WA Clearance Journal) according with MRCS Financial Regulation and Financial Guidelines.
13. Prepare monthly financial reports in time and submit to Field Operation Manager and MRCS HQ on / before the 15th day of the following month.
14. Check and counting cash on hand with cash book at least once a week.
15. Maintain Assets Register for assets purchased with project fund.
16. Assist and provide project staff to prepare budget, monitoring to budget and share up to date budget balance for implementation.
17. Perform any task assigned by Director of Finance and Field Operation Manager.

Skills, Competencies and Requirements:

- **Must be University Graduate with Group Diploma in LCCI level**
- Must have at least one year of relevant financial work experience in humanitarian organizations
- Demonstrate sound professional knowledge and practical skills in financial management, accounting, bookkeeping, and financial record-keeping
- Strong skill in numerical recording, data maintenance

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- Excellent communication, coordination, and interpersonal skills, with the ability to build and maintain effective working relationships with internal and external stakeholders
- Well organized, efficient, with excellent attention to detail and ability to meet deadlines
- Strong coordination, negotiation, collaboration, and conflict resolution skills in multi-sectoral humanitarian operations
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook) and other relevant digital tools for programme management and reporting. (English and Myanmar)
- Demonstrated ability to coordinate multiple programme activities simultaneously, prioritize workloads effectively, and ensure timely delivery of operational outputs
- Ability to adapt quickly to changing operational priorities and emergency contexts while maintaining programme quality and accountability
- Strong commitment to humanitarian principles, accountability, integrity, safeguarding, and the Fundamental Principles of the Red Cross and Red Crescent Movement
- Ability to effectively manage multiple tasks and competing priorities simultaneously while maintaining a high standard of accuracy and meeting tight deadlines
- Ability to work independently and collaboratively within multidisciplinary teams in a fast-paced and dynamic operational environment
- Ability to work effectively under pressure, in challenging and rapidly changing situations, while maintaining professionalism and sound judgement
- Ability to travel frequently to field locations at short notice and work in remote or difficult operational environments when required
- Excellent proficiency in written and spoken Myanmar, with the ability to communicate effectively with colleagues, volunteers, communities, government authorities, and other stakeholders
- Ability to communicate effectively in both written and spoken English is preferred
- Ability for follow Red Cross (7) Fundamental Principle, MRCS Policy, Strategies and Guidelines
- Understanding of Commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- Experience Of Working for the Red Cross/ Crescent is preferred
- **Red Cross Volunteers and females are encouraged to apply**
- Applicants are required to fully comply with MRCS staff regulations, the organization's code of conduct, PSEA policy, child safeguarding standards, anti-fraud and corruption measures, equal opportunity principles, and all other zero-tolerance policies and procedures.

"We strive to advance diversity and gender equality across our organization and strongly encourage applicants from diverse backgrounds to apply."

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****Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:**

Head Office:

Myanmar Red Cross Society

Razathingaha Road, Dekhinathiri Tsh,
Nay Pyi Taw

Yangon Office:

Red Cross Building

No.42, Strand Road, Botahtaung Township,
Yangon

Email: mrcshrrecruitment@redcross.org.mm

For more information and application, please visit to the www.redcross.org.mm

Only short-listed candidates will be contacted for a personal interview.

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