

Vacancy Announcement

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In over 40 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

To support and strengthen the DRC programme in Myanmar, we are looking for highly motivated and capable candidates to fill the position of

Finance and Administration Assistant (1) Post

Duty Station	Namkham (Frequently traveling to Lashio)
Report to	Support Service Manager

Overall purpose of the role:

The overall purpose of this position is to contribute to the effective and efficient financial operation and responsible for carrying out administrative tasks of the DRC NSS program and operation, working in close coordination with colleagues, and following the DRC Myanmar Guidelines and Policies.

Responsibilities

Transfers and payments

- Ensure the preparation of monthly CTR requests liaise with relevant sector leads and send to CO accounting department on time.
- Ensure that daily cash forecast for both Namkham and Lashio/Taunggyi offices based on CTR request and share with AM, BM, SSM, NEAO Finance Coordinator every first week of the month.
- Ensure timely payments of all program expenditures and proper recording of all financial transactions in both online and offline transactions.
- Ensure to coordinate with Lashio finance for fund transfer request on timely and make a payment related to the supplier's bank transfer payment.
- Regular monitoring of the expenses requested are in line with the project budget and budget availability and update regularly commitment overview and allocation tools.
- Support program staff at the field level with payments/cash transfers.
- Ensure to hand over the related financial documents to keep records and compile the DRC financial rules and regulations.
- When necessary, field travel with the program team to support cash distribution in implementation areas.

Accounting

- Ensure all expenses enter the DRC Dynamics in time and of highest quality.
- Posting General Ledger for Namkham office in the system on a weekly basic.
- Ensure financial procedures are understood and adhered to by staff, for example, making available corresponding documentation, policies, and procedures.
- Ensure daily recording of expenditures into financial matrixes, e.g. cash book, daily manual cashbook, etc., and end-of-the-month expenditures closing and reporting to the SS Manager and NEAO Finance Coordinator.

- Ensure all financial documentation is properly filed, and easily available for eventual audit.
- Organize and prepare daily, weekly, and monthly cash counts including emergency money with Bae Manager/SS Manager/Sector Leads.
- Ensure to send the monthly original financial documents (including scanned files) to Yangon office according to the deadline.

Budget control, planning and reporting

- Ensure money is available for program implementation through cooperation with banking services and ensure proper cash handling procedures.
- Maintain accurate Cash Books and updated with daily transactions following the DRC guidelines.
- Monthly financial report (with all supporting documentation attached to it and scanning all the required financial documents)
- Review and make payments for staff advances, per diem payments, and expense claims.
- Review and payment of invoices/bills promptly ensuring all necessary paperwork accompanies all transactions.
- Maintain a proper filing system and keep all records for project activities & policies in all aspects of finance policy and practices.
- Assist with the necessary information to submit the monthly financial report to the Base Manager, NEAO Finance Coordinator, relevant budget holders, and country office on time.
- Liaise close contact with the finance team at the country office.
- Cover-related financial tasks for Lashio office when Lashio Finance staff is on leave if needed.
- Perform any other relevant tasks as requested by the Line Manager and/or Technical Line Manager.

Experience and technical competencies

- University Degree in Finance/Accounting or Business Administration or equivalent professional qualification.
- Minimum 1 year of relevant working experience in financial-INGOs/accounting field
- Advanced proficiency in Excel and Reporting
- Familiar with using accounting system
- Qualification of LCCI level-II
- Basic proficiency in PowerPoint and Word
- Basic English

All DRC roles require the post-holder to master DRC's core competencies:

- **Striving for excellence:** Focusing on reaching results while ensuring efficient processes.
- **Collaborating:** Involving relevant parties and encouraging feedback.
- **Taking the lead:** Taking ownership and initiative while aiming for innovation.
- **Communicating:** Listening and speaking effectively and honestly.
- **Demonstrating integrity:** Upholding and promoting the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment.

Conditions

Contract: DRC will offer the successful applicant a DRC's Regular contract included 3-month probation. Renewable depends on both funding and performance. Salary and conditions will be in accordance with DRC's Terms of Employment. Employment Band I-non management.

Application and CV

Interested? Please send your application to mmr.recruitment@drc.ngo and zar.win1@drc in English, no later than **21st April 2025**.

(Applications will be reviewed on a rolling basis, and shortlisted candidates may be contacted for interview/an offer made before the advertised closing date)