

Who we are?

As a global leader, CARE is shaping the future of the humanitarian and development sector. Each year, we deliver support and services to millions of people in over a hundred countries. We do this by focusing on our mission and living the values that drive our organization. A career at CARE is an opportunity to be part of a movement that brings communities together to solve complex problems and foster lasting change throughout the world. We seek individuals who are passionate about humanitarian and development work, collaborate well with others, embrace learning and innovation, and deliver results.

What it's like to work at CARE?

CARE is a mission-driven international humanitarian aid and development organization that offers an opportunity to work with people across the world. Not a day will go by that you won't learn something profound, meet an expert, or write a sentence that can change a life. We are committed to an environment where everyone can succeed.

CARE in Myanmar is looking for a suitable candidate for the following position:

Finance Officer- Operations National Only

Basic Salary + 13th Month Pay Benefit + Other Benefits

Grade:	C
Duty station:	Mandalay
Supervisor:	Finance Coordinator- Operations
Number of Post:	1
Contract Type:	Fixed Term
Application Deadline:	23 April 2025

Due to the urgent requirement of the position, the applications will be considered on a rolling basis and may be filled during the advertising period.

PURPOSE OF THE ROLE

The Finance Officer – Operation is responsible for the day-to-day cash operation, banking process, timely processing of payments, data entry of vouchers to record all transactions; and to provide efficient financial support to field office. In addition, this position will ensure all financial procedures and practices are in compliance with CI finance Policies/ Procedures, Country Office Financial and Operation Manual (COFOM).

Finance Officer- Operations is expected to be a Human Resources (HR) focal in the field and ensure that all staff are compliant with CARE Myanmar HR policy manual and practices

This position is required to travel to communities frequently.

MAIN RESPONSIBILITIES

CASH AND BANK OPERATION _____60% of time

- Maintain and record (Petty Cash) both local currency on day-to-day operations and ensure records are accurate/update and properly kept
- Ensure all cash payment vouchers are coded correctly, proper approval obtained, all relevant documents are attached and defaced with paid stamp
- Prepare petty cash report by categories such as vehicle fuel, vehicle maintenance, office running cost and report to Finance Coordinator (Operations) on a monthly basis
- Enter approved expense reports into petty cash book journal
- Conduct daily cash count, weekly cash reconciliation and ensure all cash payments are acquitted according to CARE's financial procedures
- Prepare accruals of suppliers' invoices at year end or project end
- Ensure systematic filing system for Petty Cash supporting documents in sequential order, scan and all files are maintained in the secure place (to avoid unauthorized access of documents).
- Ensure the timely processing of payments to vendors, partners, and beneficiaries in accordance with CARE's financial procedures
- Prepare the coding of DAB budget for the new projects as necessary
- Assist all staff in understanding and completing cash and financial procedures
- Prepare cash advance tracker and circulate to all staff on a weekly basis
- Manage the banking process in close consultation with Country Office finance team
- Follow up on payment status and ensure timely disbursement of funds.

INTERNAL CONTROL AND COMPLIANCE _____25% of time

- Ensure that all financial transactions comply with donor regulations and reporting requirements
- Identify and report any potential financial risks or irregularities to the line manager
- Provide necessary documentation for internal and external audits as required

PARTNER CAPACITY STRENGTHENING _____5% of time

- Assist in partner capacity building as assigned by the line manager

HUMAN RESOURCES _____5% of time

- Work collaboratively with HR to ensure that all staff comply CARE Myanmar HR policies and practices and provide relevant reports to Line Manager and Country Office where appropriate.
- Provide support in the recruitment and selection process, and annual planning and performance appraisal process in the field office.
- As a HR focal, work closely with HR team to provide any necessary HR support to the field team
- Ensure for timely submission of Leave forms, bi monthly time entry reports and Performance Appraisals forms to Country Office.

OTHER RESPONSIBILITIES AS ASSIGNED _____ 5% of time
Responsibilities on Safety and Security and Safeguarding and Child Protection:

- This position is expected to adhere to Safety & Security responsibilities, emphasizing team and individual accountability to maintain a safe environment. This includes readiness, compliance, and active engagement to mitigate risks through awareness, reporting, and policy enforcement.
- All CARE staff must uphold ethical standards, following codes of conduct to prevent abuse, including sexual harassment, exploitation, and neglect.

EXPERIENCE AND QUALIFICATIONS:

Education/Training

- Minimum diploma in finance or accounting and/or LCCI Level 3 or relevant accounting qualification/ experience in a related field and/or minimum 2 years relevant work experience.

**Experience/Technical Skills
Required**

- Minimum 2 years' experience in managing large cash balances including banking transactions and system.
- Proven experience in writing good financial reports and maintaining accurate records.
- Good interpersonal, planning, problem solving, decision making and organizational skills;
- Minimum good oral and written communication skills in both Myanmar and good English language skills;
- Good in Microsoft Office with knowledge in Microsoft Word and Excel and intermediate numeric skills and;
- A willingness to work within a multidisciplinary team and experience in collaborative approaches to work.

HOW TO APPLY

To apply for this rewarding position please send the following information and documents to the address below.

- a cover letter stating against the selection criteria maximum 2 sentences for each selection criteria.
- a current C.V., with a minimum of two professional references, one of which must be from the most recent line manager.
- your expected salary mentioned in your application.

The subject of the application should include "**Position Title and Duty Station**". Only successful candidates will be contacted for an interview.

Human Resources Department
CARE International in Myanmar
No. 3, Mya Sabai Street, Parami Yeikthar,
Yankin Township, Yangon, Myanmar.
Email: MMR.Jobs@care.org

OUR COMMITMENT TO INCLUSIVE WORKFORCE

CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law.

OUR VALUES AND COMMITMENT TO SAFEGUARDING

CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.