

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- Partnerships National Only

Basic Salary + 13th Month Pay Benefit + Other Benefits

Grade:	C
Duty station:	Mandalay
Supervisor:	Senior Finance Manager- Partnerships
Number of Post:	2
Contract Type:	Fixed Term
Application Deadline:	25 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 – Partnerships is mainly responsible to support in partnership financial management with the guidance of the line manager – Senior Finance Manager Partnerships. This position is responsible to work with the partners finance staff for the reporting, fund transfer process, verification of financial supporting documents etc., provide technical assistance to partners under the guidance of Senior Finance Manager Partnerships and maintain accurate financial records. In addition, this position will ensure all financial procedures and current financial practices are in compliance with CI finance policies/ procedures Country Office Financial and Operation Manual (COFOM) and the donors' requirements.

This position is required to travel to communities frequently.

MAIN RESPONSIBILITIES

FINANCIAL OVERSIGHT & COMPLIANCE _____ **15% of time**

- Ensure timely receipt of partners' financial and expenditure reports, working closely with Project focal points at both CARE and partners
- Verify partners' payment vouchers, ensuring correct coding, proper approvals, and complete supporting documents, all stamped as paid.
- Ensure that all partners' financial documents comply with accounting policies, CARE's Country Office Finance and Operations Manual (COFOM), and donor requirements.
- Reconcile partners' cash and bank balances and coordinate with the CO Finance team for system verification.

PARTNER COORDINATION & REPORTING _____ **40% of time**

- Support partners' finance teams in meeting audit and donor requirements related to financial documentation.
- With support from Senior Finance Manager- Partners and Project focal point assist partners in project budget preparation and revision
- Provide technical Support and Partner Capacity strengthening as per their capacity strengthening plan and identified weaknesses and strengthens
- Communicate with partners' finance staff to ensure timely submission of fund request invoices and monthly expenditure reports.
- Ensure prompt disbursement of funds to partners.

FINANCIAL RECORDKEEPING & DOCUMENTATION _____ **25% of time**

- Maintain and update cash/bank records in local currency, ensuring accuracy and proper storage.
- Assist the Senior Finance Manager – Partnerships and Project focal point in preparing monthly cash projections for partner fund requests.
- Submit partners' expenditure reports, fund request invoices, and accrual journal information to CO AP/CO Finance in a timely manner.
- Establish a systematic filing and archiving system (both digital and hardcopy) for partners' financial documents, ensuring secure storage.

AUDIT & COMPLIANCE SUPPORT _____ **10% of time**

- Provide necessary documentation for internal and external audits as required.

OTHER DUTIES _____ **5% of time**

- Undertake additional finance and partnership management responsibilities as assigned by the Senior Finance Manager – Partnerships.

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 organisational 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.