



Until we are all equal

## **Plan International Myanmar**

### **Terms of Reference**

<b>Position</b>	: Finance Officer
<b>Report to</b>	: Response and Recovery Manager
<b>Number of Position</b>	: 1 Position
<b>Location</b>	: Mandalay
<b>Assignment Type</b>	: Service Agreement
<b>Duration</b>	: Joining date till end of December 2025
<b>Travel percentage</b>	: 50%

### **ABOUT PLAN INTERNATIONAL MYANMAR**

Plan International is a global organization focused on advancing the rights of children and youth, especially girls, across both development and humanitarian contexts. In Myanmar, Plan International implements integrated programming focused on child development and youth empowerment, with a special emphasis on supporting girls and young women. Our program areas encompass Early Childhood Care and Development (ECCD), Water, Sanitation, and Hygiene (WASH), Resilience and Disaster Risk Reduction (DRR), Child Protection, and Education. Additionally, we focus on Youth and Adolescent Development through Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE), as well as Leadership and Life Skills Development. Our efforts also extend to ensuring Food and Nutrition Security to promote healthier and more resilient communities.

Plan International is dedicated to creating safe environments for children and program participants, promoting practices that address their specific safeguarding needs and protection risks. We actively challenge and do not tolerate inequality, discrimination, or exclusion.

### **JOB BACKGROUND**

A 7.7 magnitude earthquake struck central Myanmar on March 28, 2025, causing significant loss of life, infrastructure destruction, and compounding an already dire humanitarian crisis. Plan International Myanmar has been on the ground working hard to reach children and their families affected by the earthquake, providing immediate life-saving relief assistance and long-term recovery effort.

### **JOB PURPOSE**

The Finance Officer is based in Mandalay Office to provide support with the Response and Recovery Manager in managing and administering the financial activity and function in the field level. S/he is responsible in managing the day-to-day financial transaction according to the defined finance and administrative policy and procedure to ensure smooth operations in the program unit office and any action needed is taken in timely manner. The post holder will be responsible to smooth on the finance activities for the project implementation.



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## DIMENSION OF THE ROLE

This position reports to the Response and Recovery Manager with close work relationship with the field team members. S/he supervises day-to-day financial process and consult with Line Manager for problem solving and decision making. The Finance Officer is responsible for the financial management and treasury role/ equipment and manages moderate amounts of cash and/or equipment. The post holder ensures transparent process at all level of financial transactions.

## ACCOUNTABILITIES

- Managing and securing of cash including the replenishment from the Country office. Ensure it is kept in safe and secured at all times.
- Monitor financial transactions and maintain up to date.
- Provides financial management information including reports to Line Manager and providing advice in ensuring financial procedures and systems are followed.
- Verify and ensure all payment requests have the necessary documentation and approvals before processing the payment.
- Responsible for timely cash disbursement of project expenses.
- Upload daily transaction to the SAP system including adjustments and accounting error.
- Ensure the month-end closure, year-end closure, grant end closure with Line Manager.
- Assist in the planning, organization and execution of the statutory requirements and audit process for the office in coordination with Line Manager.
- Doing daily cash counting & report to Line Manager and have updated filing system.
- To participate effectively in team meetings & Monthly BVA.
- Provide on the job training, new staff induction or technical related trainings to the staffs or implementing partners.
- Provide supports to implementing partners in order to make sure all the systems and procedures are in line with the donor requirement and Plan standard requirements.
- Provides necessary support and undertake any other additional functions as delegated by Line Manager.
- Actively perform in Cash distribution process in order to cash counting & manage huge amount of cash and communicate between CO Finance team & field team.
- Monitoring Financial Supports & documents Process.
- Support partners' financial reports and supporting documents for accuracy and compliance.
- Conduct financial monitoring visits to partners and assess internal controls.
- Provide training and technical support to partners on financial management, reporting, and compliance.
- Help partners develop and implement financial procedures aligned with Donor and INGO requirements.

## DURATION AND WORKING HOUR OF THE ASSIGNMENT

The assignment is a full-time engagement during the period and based in Mandalay Office with 50% travel. Plan International Myanmar will cover for the transportation, Accommodation and per-diem for the required business travel. The consultant is required to work 5 days per week, with 8 hours per working day. Weekends and public holidays, as observed and confirmed by Plan International Myanmar, are entitled.

## SAFEGUARDING COMPETENCIES, CRITERIA AND LEVEL OF CONTACT

- Ensure the delivery of programs and activities in accordance with Safeguarding policies, procedures and guidance incorporate measures described in the standard Delivering Safe programming and influencing work. This includes conducting risk assessments and implementing safeguarding protocols
- Ensure the delivery of the financial related activities with children and programme participants are in line with Safeguarding and PSHEA standard and manual
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure their work does not put children and programme participants at risk by continuously evaluating it through a safeguarding perspective, data privacy and discussing potential design or implementation with the children and programme participants.
- Promote the importance of safeguarding and PSHEA to colleagues in other organizations and children, their families, beneficiaries, and the wider community.
- Apply all relevant standards to their area of responsibility.
- Identify and address gaps within implementing standards in area of responsibility.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar's policy.

## DEALING WITH PROBLEMS

Problems solving of a varied nature and resolving day-to-day problems. May consult with Manager depending on the level issues. Impact of this role is significant within the department and may have wider, organizational impact. Communicates widely within the department, with some Plan contacts and/or wider external contacts. Contribute to and influence operational planning.

## KEY RELATIONSHIPS

### Internal contacts:

Position	Reasons for contact	Level (high, medium, low)
Response and Recovery Manager	Support reinforce policy and procedure. Seeks approval on any financial commitment and advices and guidance or direction for any unusual financial activity. Seeks suggestions or recommendation in improving efficient and effective systems and procedures.	High
Program team	Supports staff in delivery of project targets and implementation.	Medium
Admin / HR/ Supply Chain team	Support on procurement / logistics and administration payments process.	High

### External contacts:



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Agency	Reasons for contact	Level (high, medium, low)
Bank	Financial purposes	High
Partners	Financial support and monitoring	High
Suppliers/ Contractor/ Service Provider	Payment procedures	Medium

### PHYSICAL ENVIROMENT:

The post holder will be based in Mandalay office with 50% travel to the field.

### QUALIFICATIONS:

#### Knowledge:

- Graduate in relevant degree including B.Com or post graduate study of LCCI level.
- Minimum 3 years proven experience in accounting/bookkeeping and administration management.
- Strong computer skills: MS Office, Excel, Power point, outlook, SAP system preferably.
- Strongly knowledge of basic book keeping & financial transactions.
- Ability to maintain high level of accuracy in preparing financial reports
- Strong commitment to gender equality and high level of personal awareness and sensitivity to gender equality, inclusion and diversity issues.
- Basis knowledge and understanding on Child Protection, Safeguarding and PSHEA including policy implementation to the respective area of responsibility.
- Experience on organisational gender, safeguarding and PSHEA policies.
- Reflects on their value system and takes account of our biases towards individuals (including children and programme participants) in all their diversity.
- Understands the relevance of safeguarding and PSHEA including risks to Emergency programming and influencing work
- Reflects on their value system and takes account of their biases towards individuals (including children and programme participants) in all their diversity.

#### Skills:

- Strong communication, interpersonal, and teamwork skills.
- Proven ability to manage multiple priorities.
- Able to work under pressure for multiple tasks to meet dead line.
- Diplomatic, calm and deliberate when handling sensitive issues.
- Strong team building and facilitation skill.
- Strong knowledge of Myanmar Labour law and related current laws
- Excellent organizational and time management skills.
- Fluency in Burmese and English (written and spoken).

#### Behaviours:

- Ability to emulate Plan International's commitment, both in and outside of the workplace, to empowering girls and young women in securing their rights to equality
- Flexibility in a workspace with growing needs and responsibility
- Takes initiative, identifies potential problems and solutions, and anticipates needs ahead of time.



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- Demonstrate high degree of professionalism and integrity
- Ability to work under pressure, as part of a team or independently, and meet deadlines consistently.

#### APPLICATION PROCESS:

Interested Candidates should submit their comprehensive CV, Application letter, expected consultancy fees and send to [Myanmar.CO@plan-international.org](mailto:Myanmar.CO@plan-international.org) not later than 29<sup>th</sup> May 2025, 5:00 PM.

Subject line for application: "Finance Officer \_ Mandalay".

Plan International Myanmar is committed to the well-being of children, youth, and adults, and upholds the principles of gender equality. We have zero tolerance for Safeguarding and PSHEA issues. All staff and associates of Plan International Myanmar are required to sign and adhere to our Safeguarding Policy and PSHEA Policy at all times.