



Until we are all equal

## Plan International Myanmar

### Terms of Reference

<b>Position</b>	: Grants Accountant
<b>Report to</b>	: Grants Manager
<b>Number of Position</b>	: 1 Position
<b>Location</b>	: Yangon Country Office
<b>Assignment Type</b>	: Service Agreement
<b>Duration</b>	: Joining date till end of November 2025
<b>Travel percentage</b>	: 20%

### 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

Grants Accountant will support the Finance Department and will also lead in ensuring that all Emergency Response grants related tasks are fulfilled and completed. The Grants Accountant will also provide a timely and reliable information and analysis to the programs and management. This position is based in Yangon with travel to the Mandalay office to support as necessary.

## DIMENSION OF THE ROLE

This position reports to the Grants Manager and takes the big role in the reporting requirement to donors considering Plan Myanmar is a grant funded organizations. S/he will be responsible for maintaining the entire Grants related documentations.

## ACCOUNTABILITIES

- Ensure all financial aspects of Funding Approval Documents (FADs) are completed according to specifications and to contractual requirements.
- Create FAD and setting up in the GL system and ensure that appropriate projects are attached the end of the month.
- Monitor and analyse financial performance vs. plans.
- Review income level recording in system and communicate with NOs/IH to resolve FAD issues.
- Prepare and submit required grants financial reports in accordance with the NO/donor reporting requirements set in the signed FAD.
- Communicate instructions and milestones on matters affecting grants business planning particularly budgeting, monitoring expenditures and NOs/donors' reports.
- Develop, recommend and implement appropriate project financial administration procedures in keeping with NO/donor requirements.
- Support Grants Management needs in the analysis and consolidation of relevant grants data.
- Generate monthly, quarterly, yearly and ad-hoc grants financial reports.
- Review Grants Tracking System (GTS) to ensure integrity, accuracy and control of data.
- Monitor timeliness of reports to NOs/donors by maintaining a matrix in accordance to the Global Grants Reconcile CO reports vs. GTS and ensure quality of reports before submitting to NOs/donors.
- Assist in budget review and year end exercise and make sure that grants-related matters are considered.
- Strongly support Grant audit or donor audits.
- Follow up any Grants related Audit Action plan and support in creating and maintaining FADs in Plan systems.
- Facilitate grant closure process to project teams whenever it requires

## DURATION AND WORKING HOUR OF THE ASSIGNMENT

The assignment is a full-time engagement during this period and based in Yangon Country Office with 20% travel to Mandalay Office. 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.



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## SAFEGUARDING COMPETENCIES, CRITERIA AND LEVEL OF CONTACT

- Ensure the engagement with donor and key stakeholders, design and delivery of programs budget and grant in accordance with Safeguarding policies, procedures and guidance incorporate measures described in the standard Delivering Safe programming and influencing work.
- Design and deliver project activities in line with the safeguarding standard Delivering Safe programming and influencing work, Designing and Delivering Safe Communications and Fundraising Work, and “Working with Safe Partners” and “Building Positive and Safe Relationships with Children and Programme Participants”.
- 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.

## PHYSICAL ENVIROMENT:

The post holder will be based in Country Office with 20% travel to the field.

## DEALING WITH PROBLEMS

The post holder has to deal with project heads and operations team for relates Grants issues.

## KEY RELATIONSHIPS

### Internal contacts:

Position	Reasons for contact	Level (high, medium, low)
Grants 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 and guidelines on the under procedure of Plan standard	High

#### External contacts:

Agency	Reasons for contact	Level (high, medium, low)
Auditor	dealing for audit and compliance	High
Implementation Partners	Support for donor compliance and grant budget flexibility	Medium

## QUALIFICATIONS:

### Knowledge:

- Graduate in B.S. or B.A. degree in accounting, finance or related fields and at least 4 years proven experience in grants administration or financial analysis.
- In depth knowledge of grants, finance or business administration and complex reporting.
- Ability to maintain high level of accuracy in preparing financial reports.
- Good knowledge of databases, data extraction methods, report presentation and strong quantitative skills.
- Proficient in computer skills and use of relevant software and other applications, e.g. word processing, spreadsheet, database, web-based system.
- 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.
- 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. Good analytical skills.
- 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.
- Demonstrate high degree of professionalism and integrity
- Ability to work under pressure, as part of a team or independently, and meet deadlines consistently.



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### 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: "Grants Accountant \_ CO".

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.

*Early application is encouraged and highly recommended as we will review applications throughout the advertising period and reserve the right to close the advert early.*