

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children has been working in Myanmar since 1995. Our programmes include Maternal and Child Health, Nutrition, HIV/AIDS, WASH, Education, Food Security and Livelihoods, Child Protection and Child Rights Governance and Humanitarian Responses in across the country.

Save the Children offers attractive salary including non-salary benefits which consists of paid medical benefits, various leave benefits, accident insurance, severance and other allowances.

We are currently inviting motivated and talented individuals to apply for **Area Finance Coordinator** position based in Hakha, Chin. Please see the following detailed information.

SAVE THE CHILDREN INTERNATIONAL
VACANCY ANNOUNCEMENT
(FOR MYANMAR NATIONAL ONLY)
ROLE PROFILE

TITLE: Area Finance Coordinator	
TEAM/PROGRAMME: Program Implementation	LOCATION: Hakha, Chin State
Number of Position: 1 GRADE: NAT 3	CONTRACT LENGTH: Fixed Term (Up to 31 December 2024 and extenable)
CHILD SAFEGUARDING:	
Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <u>or</u> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the vetting process staff.	
ROLE PURPOSE:	
Responsible to manage smooth and effective programme implementation by assuming the financial responsibilities at the field office level and performing in a way that meets the relevant SCI's Essential Standards. Efficient and effective delivery of a high-quality support mechanism to local partner organizations in the project targeted areas - including organize required sessions on management of grants.	
SCOPE OF ROLE:	
<ul style="list-style-type: none"> • Reports to : Sr. Area Operation Manager • Staff reporting to this post: N/A • Financial Approval: As per delegated amount • Travel: Occasionally over 1 week in 3 months 	



KEY AREAS OF ACCOUNTABILITY :

Financial Management

- Plan, develop and manage financial systems to support the regional programme, which provide financial control and ensure efficient use of resources, ensuring these are monitored and reviewed regularly.
- Ensure that these systems are compliant with SC accounting policies as noted in SC's finance manual, accounting system modules and generally accepted accounting principles and that all deadlines and requirements set by Chin Area Office.
- Ensure that financial reporting to head office is accurately and efficiently carried out within the deadline set by international operations Directorate and monthly and year-end procedures are completed in time.
- Head Quarter transactions and support cost have been charged to specific SOF code to reflect in Aggresso system according to budget amount
- Ensure that the Monthly Management Control is prepared and authorized respective budget holder within specific deadline and all follow up processes and corrective actions are taken as necessary.
- To make sure all the account balances in trial have details schedule and making sure those balances have been reviewed and clear accordingly.
- The six weekly cash flow projection based on approved operational work plans coordination with Finance Officers to follow up.
- Assist to Senior Area Operation Manager, Project Managers and Program Coordinator, and finance team (Yangon) for developing a plan to minimize the Head Office's exposure to currency gains and losses and supervise the preparation of cash transfer requests to headquarters.
- Support and strengthen finance management and administration across the programme and to ensure appropriate audit functions are carried out.
- Provide training to budget-holders and programme management to understand the SCI financial Management System and policy and procedure and effective budget monitoring to be in line with donor requirements.
- Assist to Senior Area Operation Manager, Finance team (Yangon) to ensure compliance with HQ Internal audit and local Audit recommendations as well as full compliance to local law.
- Directly lead, manage and motivate staff members by ensuring that they have clear work plans and objectives and receive regular supervisions and reviews.
- Develop a financial and accounting training programme and provide support in training to budget holders, finance staffs, etc on finance and accounting systems.
- Ensure the effective and efficient use of all SC resources in order to keep costs low and ensure the security of staff.
- Comply with all relevant Save the Children policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies.

Award Management

- Collaborate with the Programme Partnership and Programme Support team to implement effective partnership and sub-award management procedures.
- Contribute to capacity building initiatives for partners, ensuring compliance with donor requirements.
- Liaise with team members and stakeholders to clarify budget figures, payment schedules, and reporting dates. Document agreements in the AMS and ensure proper filing.
- Review Fund Summaries for consistency and assist in updating comprehensive Donor Compliance Checklists and Summaries.
- Collaborate with finance and budget holders to align donor budget lines with the financial system.
- Monitor Award Payment Schedules and Fund Requests, ensuring timely cash inflow and accurate reporting to donors.



- Update donor compliance checklists during Award Kick-Off Meetings and review meetings.
- Coordinate Award Kick-Off Meetings, regular award meetings, and successful closeouts, addressing reporting and compliance requirements.
- Provide training and capacity building support related to Awards Management and donor compliance.
- Contribute to the achievement of performance indicators (KPIs) and continuously improve our award management processes.
- Maintain organized filing systems and provide valuable support to the line manager in various administrative tasks.
- Facilitate internal and external audit by the assistant of area and field finance staff, coordination with program and support team.

Child Safeguarding Responsibilities

- Ensure that your staff is providing all beneficiaries of your programme with ongoing, age-appropriate verbal or written information in relevant languages about Save the Children's Child Safeguarding Policy and Code of Conduct.
- Ensure that the principles of 'do no harm' are embedded in all programme planning, implementation and reporting and that staff receive regular, up to date training on same.

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity
- Always acts in the best interests of children

PERSON SPECIFICATION

- Minimum of 4 years of experience in a related field.
- Bachelor's degree (3 years+ post-secondary education) in International Development,
- Business Administration, Finance and/or experience working in a related role.



- Proficient understanding of award management processes, compliance requirements, budgeting, financial reporting, and donor guidelines.
- Exceptional attention to detail, ensuring accuracy in documentation, budget allocations, and reporting timelines.
- Excellent interpersonal and communication skills, fostering collaboration and effective teamwork.
- Strong problem-solving abilities, proactively addressing challenges during the award management process.
- Well-developed organizational skills, managing multiple tasks, priorities, and deadlines with efficiency.
- Adaptability, able to work under pressure and adjust priorities during major emergencies.
- Demonstrated ability to build positive relationships and work collaboratively with diverse stakeholders.
- Continuous improvement mindset, seeking opportunities to optimize award management practices.
- Strong analytical skills, computer literacy and excellent documentation skills are a must.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All staff has an obligation and a responsibility to:

- Ensure they fully understand the provisions of the Child Safeguarding Policy, the Code of Conduct and Local/Country Procedures.
- Conduct themselves in accordance with the rules of the Child Safeguarding Policy, in their personal and professional lives – which includes reporting suspicions of child abuse.
- Ensure the way they are carrying out their work is not putting children at risk (or further risk) – this means constantly scrutinizing their work through a child safeguarding lens and talking to children about possible design/implementation “flaws”.
- Promote the message of child safeguarding to colleagues in other organizations and government ministries, children in their own and beneficiary families, and community members in general.
- Be vigilant about observing possible child abuse/harm in their personal and professional lives.

All managers have the above responsibilities as well as ensuring

- Their staff are doing the above.
- That child safeguarding is integrated and given a “voice” in all management processes including recruitment, induction, performance management, team meetings, annual planning processes, field level monitoring, etc.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Interested and qualified candidates are invited to apply an Application Letter and Curriculum Vitae to the link below:

[Click here to Apply](#)

Closing Date : 9 July 2024, 5:30 PM

User Guide for Applicants at SCI >> [Click here](#)

Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing Save the Children employees. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.