

## **Terms of Reference (TOR)**

**Job title: Finance & Administrative Officer**

**Job Location: Hpa-An, Kayin State**

### **Background**

HEKS/EPER works globally for a more humane and equitable world, supporting people to overcome hardship and live with dignity. HEKS/EPER commenced working in Myanmar in 2017 as part of an initial pilot phase to explore new and innovative approaches towards development cooperation. HEKS focuses on sustainable support for smallholder farmers by promoting systemic change in the agri-food sector and creating opportunities for skills development, entrepreneurship, and employment-especially for disadvantaged groups.

HEKS/EPER (Swiss Church Aid) is commencing implementation of a new climate resilience project in South-East Myanmar, aiming to strengthen climate-resilient food systems and improve income-generating opportunities for vulnerable populations. The project applies to a Market Systems Development (MSD) approach and is implemented by a consortium of HEKS/EPER and national/local partners in Kayin, Kayah, Mon, and Southern Shan States. The Finance officer plays a crucial role in project's finance team.

### **Minimum Qualifications and Experience:**

- University degree in Accounting, Finance, or a related field; LCCI Level III or related certification is a strong asset.
- Minimum of 3 years of experience in the same financial and roles, ideally in INGOs or donor-funded projects.
- Proficiency in financial software and spreadsheets (QuickBooks, SUN, Excel, etc.).
- Proper knowledge of donor compliance, financial controls, and procurement systems.
- Experience working in consortium settings is an advantage.

### **Job Description:**

**The Finance officer will report directly to the Finance Coordinator. He or she will be responsible for carrying out the following key responsibilities:**

#### **Financial**

- Prepare payment requests and get approval for payments in accordance with financial guidelines.
- Maintain daily cash book and assure daily cash balances and proper documentation
- Assist the finance team to ensure maintenance of accounting systems, documenting procedures and relevant information on expenditures.
- Assist the finance team to ensure the project is audited on an annual basis in line with funders' requirements and take appropriate action to address audit findings and recommendations.

- Manage, maintain and update a filing system for bookkeeping, inventory and asset listing in accordance with required procedures.
- Prepare monthly financial updates for office expenses such as cash book, cash count, budget Vs actual expense with variances explanation, Income and Expenditure statement
- Manage the offices day to day expenses
- Support the projects financial activities and provide financial management and bookkeeping support to staff and partners as needed.
- Conduct regular visits to partners to monitor financial systems and ensure compliance

#### **Administrative**

- Organizes and supervises all the administrative activities that facilitate the effective running of the day-to-day operations at the sub-national office.
- Prepare or collaborate with external service providers in logistical arrangements for meetings, workshops and staff travel.
- Coordinate timesheet collection for organization and program staff, consultants and staff.
- Assist the Consortium Project Manager and Finance Coordinator to prepare financial, logistical and HR related documents for processing including quotations for procurements in accordance with guidelines.
- Manage, maintain and update filing system for all types of contracts, all correspondence, reports, bookkeeping, inventory and asset listing accordance with the procedure.
- Manage procurement of all required supplies for the sub-national office and assist with the procurement process as needed.

#### **Final Provisions:**

This position may include additional tasks based on evolving needs of the project. The job description may be updated in line with HEKS/EPER's financial management policies.

#### **We offer:**

- A collaborative and professional working environment.
- Competitive salary/compensation package and capacity development opportunities.

#### **How to Apply:**

Please send your cover letter, CV, and two references to [nang.sankham@heks-eper.org](mailto:nang.sankham@heks-eper.org) by 4<sup>th</sup> June 2025. Only shortlisted candidates will be contacted. The selection process will include an interview and a written test. Due to the urgent need, early applications are encouraged, and a **rolling basis** will be applied.

**Subject line for application: Finance & Administrative officer**