

VACANCY- ANNOUNCEMENT

Department: **Finance**
Position: **Senior Finance & Grants Officer**
No. of Post: **1**
Location: **Sittwe**
Expected Start Date: **As soon as possible**
Vacancy Posting Date: **28th June 2024**
Vacancy Closing Date: **12th July 2024**

Background on Acted

Founded in 1993, Acted is an independent international, private, non-partisan and non-profit organization that operates according to principles of strict neutrality, political and religious impartiality, and non-discrimination. Based in Paris, France, Acted now operates in 42 countries worldwide, with 400 international and 6000 national staffs. Acted has a 280 million budget for about 450 projects per year.

As the second largest French NGO, Acted has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. Acted undertakes programs that target the most vulnerable amongst those populations that have suffered from conflict, natural disaster, or socio-economic hardship. Acted's approach also looks beyond the immediate emergency towards opportunities for longer term reconstruction and sustainable development. For more information, please visit our website at <https://www.acted.org/en/countries/myanmar/>

Acted is currently looking for one qualified person to fill the position of **Senior Finance & Grants officer**.

The Senior Finance & Grants Officer is in charge of accountancy and of the financial follow-up of projects that acted is implementing in the region. Additionally, the Senior Finance & Grants Officer oversees the validating & handling of all the Mission's Sub Grants in the areas of financial reporting, financial documentation, and financial disclosure from the CSOs.

Duties and responsibilities**1 Daily Basis:**

- 1.1 Take responsibility for the safe custody of petty cash box and ensure cash handling, payments and working with the organization's financial policy.
- 1.2 Review and check payment vouchers and supporting documents those are in line with finance procedure and guideline and requesting approvals as per updated Authorization Matrix.

- 1.3 Manage for daily payments which have been approved by Country Finance Manager & Country Director, support to Finance and Grants Assistant for filling and registration of voucher in cash book.
- 1.4 Take responsibility for managing all bank transactions, withdrawals, deposits, reconciliation, bank authorization requests and signatory updates.
- 1.5 Prepare and keep accurate accounts and records of all bookkeeping records in accounting software (SAGA), assisting in the preparation and maintenance of journal entries, etc. for recording all income and expenditure.
- 1.6 Maintain the base office cash & bank process, follow up with Capital office for the payments to suppliers/vendors/CSOs and ensure the process in timely manner.
- 1.7 Making sure all financial information and documentation are maintained properly in both electronic and hard copies.
- 1.8 Participate in updating of monthly cash requests in coordination with other departments and ensure the efficient cash flow of base office.

2 Monthly Basis:

- 2.1 Vouchers and Financial documents: quality of vouchers should be checked by this position at the end of month and ensure all the financial documentations are uploaded/back up onto acted share point
- 2.2 Prepare monthly account closure process with requirements and ensure to report Finance Manager in a timely manner.
- 2.3 Preparing monthly bank reconciliation statement for accuracy and ensure the reconciling items are cleared on time.
- 2.4 Ensure the clearance of all advances at the end of month.
- 2.5 Participate in weekly and monthly cash counts with witness.
- 2.6 Update the monthly BFU for the projects of the Area in collaboration with the Project Coordinator and PM.
- 2.7 Oversee the daily CFU-DFU for the Area

3 Finance Support:

- 3.1 To assist with preparing financial documents (purchase orders, payment vouchers, etc.,)
- 3.2 Support staff submit claims for reimbursement; review vouchers to ensure there's all necessary supporting documents are completed.
- 3.3 Work closely with the Logistics team and support the procurement process according to the acted Logistics Manuals and Policies.
- 3.4 Ensure the delegation of authorities regarding the acted authorization matrix.
- 3.5 Perform other duties as well if requested by management.

4 Grants

- 4.1 Validate & control financial reporting by the CSOs, as well as checking submitted supporting documents on quality and completeness.
- 4.2 Playing a role in grant opening and closing meetings, as well as setting up monthly/regular grants management meetings and ensuring proper follow-up of issues raised.

4.3 Support CSOs on having financial supporting documents, that are adhering to acted's FLATS procedures.

4.4 Together with the capital's office Grants Officer, build the capacity of the CSOs, and provide guidance and training on accurate record keeping, monitoring, and maintaining quality of data and records in the system as well as any relevant training related to FLATS procedure.

4.5 Regular visit to partner offices for financial support and monitoring of their status.

4.6 Ensure the proper budget utilization and consumption by the partners.

4.7 Control of the update of any change of the sub-grants or donor's request.

4.8 Work closely with the capital office's Grants Officer, for any fund request- and reconciliation process.

Technical skills

- Bachelor's degree in B.com, B.A or CAT, ACCA, LCCI level III, MYOB.
- Minimum (2-3) years of experience in a similar position.
- English at a professional working proficiency.
- Proficient in Microsoft Office applications (Word, Excel, Outlook) and accounting software SAGA.
- Excellent personal organizational skills including time management, and ability to meet deadlines.
- Strong verbal and written communication skills.
- Willingness to work with a team with positive attitude.

Submission of application:

Applications shall be in **English** and include: i) a resume of not more than 3 pages; ii) a cover letter expressing the motivation to work for this specific position; iii) a copy of the university degree; and iv) contact details of 3 references should be submitted to Acted Myanmar Office – No.60, Hlaing Myint Mo Lane 2, Hlaing Township, Yangon, Myanmar.

Email: recruitment.myanmar@acted.org

Applications should be title “**Senior Finance & Grants Officer - Sittwe**” and be submitted no later than **12th July 2024 (by 5:00 pm)**.

Only shortlisted candidates will be contacted.