VACANCY ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Deputy Finance Director</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>Finance</td>
</tr>
<tr>
<td>Employment status</td>
<td>Fulltime</td>
</tr>
<tr>
<td>Location</td>
<td>Yangon</td>
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<tr>
<td>Travel</td>
<td>Travel 20%</td>
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<tr>
<td>Reports to</td>
<td>Finance Director</td>
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<tr>
<td>Reporting to this position</td>
<td>Sr. Finance Manager &amp; Finance Manager</td>
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Community Partners International (CPI) is a U.S. nonprofit organization working in partnership with conflict-affected, hard-to-reach and underserved communities in Southeast Asia to expand access to quality health services and generate the resources, local capacity and coordination necessary to meet their own health, learning, and development needs. CPI’s Asian headquarters are located in Yangon, Myanmar, and the organization maintains field offices throughout Myanmar.

Primary Responsibilities
- Assist Finance Director in managing and overseeing the accounting, internal control, project financial management of the organization and strategic analysis of organization’s financial health.
- Assist Finance Director to update the procedures, policies and standardize the practices.
- Assist on the professional development plan for the finance staff members and the allocation of finance functions.
- Oversee the core management budget and cost.
- Monitor Organization’s Credit Card expenses.
- Focal to process the international payment through wires, credit cards, online etc.
- Lead and conduct internal audit functions.
- Provide capacity building training to Finance and non-finance staff.

Regular Responsibilities
- Regularly coordinate with staff from different unit and or field offices to ensure standardization and adaptation of best practices in financial management and suggest modification to existing in-country policies and procedures for betterment in internal control, risk management and compliance.
- Work closely with the Sr. Finance Managers to regularly produce middle level management and overview of in-country projects’ financial performance reports for SMT.
- Responsible to maintain, update and analyze CPI’s strategic core budget vs cost and regularly report to FD.
- Regularly monitor, download, circulate, follow-up and verify the organization’s credit card expenses.
- Receive and verify international payment requests; Wire, credit card, online payment etc. for
further payment process by US office staff.

- Assist Finance Director in overseeing the contribution received from different sources and reconciliation of the revenue.
- Assist in preparing Annual Operation Budget, provide support to project budgeting and overseeing financial health of CPI.
- Develop tracking and reporting process and tools for internal external financial reports, Standard Operating Procedures and ensure the reports meet the needs.
- Lead and conduct special investigation and act as internal audit as assigned by the Finance Director.
- Facilitate internal, external, donor audits as necessary.
- Perform other related duties as requested.

**Partner Support**

- Conduct occasional monitoring visit to partners and facilitate the development of financial management capacity development plan for partners.

**Capacity Building and Supporting other Staff**

- Work closely with HR on the staff development plan and implementing the plan for finance staff.
- Oversee financial trainings and provide expert opinion in project Financial management to CPI and partner staff to improve their skills in understanding the accounting, reporting and internal control.

**ESSENTIAL SKILLS**

- Professional master degree qualification in Accounting, Finance (CPA, ACCA) or similar degree.
- At least 7 years of experience working in INGO setting overseeing the grants, accountings and financials with minimum 5 years at managerial level in finance.
- Strong computer skills especially in Excel, Powerpoint and Sun accounting system.
- Very good in written and verbal skills in English.
- Skills in managing changes, providing capacity building trainings, team building, ensuring quality and achieving results.
- Ability to work under pressure and effectively in a complex work environment, setting competing priorities and willingness to travel.
- Excellent interpersonal skills, including cultural sensitivity, assertiveness and negotiating skills.
- Ability to carry out the responsibilities independently with minimal technical support.

**APPLICATION INSTRUCTIONS**

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:

Community Partners International  
No. (81), University Avenue Road,  
Shwe Taung Gyar Ward (1), Bahan Township,  
Yangon.
The closing date for application is 17:00pm, (17th March 2020, Tuesday), Yangon, Myanmar.

Please clearly mention the Position and Location you are applying for in the email Subject Line.

CPI is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.

Candidates are required to declare in advance should there be any relative or family member currently employed in CPI. Failure to do so can lead to termination of the employment contract even after successful selection.

Because of the large volume of applicants, only shortlisted candidates will be contacted.

Contract and position is contingent upon successful award of the project and final approval by the donor.