

Vacancy Announcement (For Myanmar National Only)

Title:	Finance Officer
Location:	Nyaung-U
Contract Duration:	Until the end of January 2026 with a possible extension
Number of Positions:	1 Position
Report to:	Project Manager
Line Manager for:	Finance Assistant
Salary	498 USD
Closing Date:	31 May 2025

Organizational Background

Our organization founded by active and young leaders in 2023 is a non-profit organization based in the middle dry zone of Myanmar with the main purposes of enhancing the accessibility of the community to a quality education, safe and thriving homes, resilient livelihoods with employment opportunities, healthy and nutritious diets and optimal health and nutrition services. Our organization strategically executes the missions on a broad spectrum of projects and activities focused on the empowerment and capacity building of young people and the development of the local community through sustainable livelihoods to achieve the desirable outcome in the community.

Our Values

ACCOUNTABILITY

We hold ourselves and our partners accountable for ethical conduct and integrity, acting responsibly for the benefit of the communities that we serve. We are responsible stewards for our financial resources and maintain a sustainable organization.

DIVERSITY, EQUITY, INCLUSION, AND RESPECT

To create an equitable and inclusive community, we value diversity in all forms, which is vital for advancing innovation, critical thinking, and solving complex problems. We maintain dignity and respect for the individuals and communities we work with and serve.

COLLABORATION, PARTNERSHIP, AND SHARING

We are stronger and have a greater impact by working together. We organize and support public and private partnerships to be a healthy community and society.

INTEGRITY

Honest, encourages openness and transparency; demonstrates the highest levels of integrity.

JOY

A fundamental part of a healthy life, joy fosters better health outcomes and is essential to the way we work.

Role Purpose

Under the direct supervision of the Project Manager, we are looking for a Finance Officer to support the financial management of the MPCA/Shelter/NFI project in all office regions. He/she needs to take care of the budget planning, monitoring, analysis, accurate decision-making, and thorough reporting to ensure sound financial management in compliance with the organization and donor's guidelines. The finance officer will also undertake the day-to-day financial functions including budget allocation, payments, transactions, documentation, record keeping, and system updating to ensure smooth programming for all implementing areas. Moreover, the finance officer will act as a focal point for monitoring and prevention of fraud within the project team.

Key Responsibilities

Financial Management

- Support the Project Manager contributing to the financial decision-making and financial planning process regarding the response activities.
- With the support of the Project Manager, undertake the preparation of the annual budget plan, quarterly forecasting process, and financial analysis coordinating with the program for better financial management.
- Ensure timely and accurate budget allocation, tracking, and reporting to ensure the smooth implementation of activities.
- Assist the program team in the preparation, monitoring, and management of project budgets in line with donor and organizational guidelines.
- Coordinate with the Project Manager for verification of the budget expenses to ensure the organization's financial rules and regulations and the donor's compliance.
- Take responsibility for overseeing every financial transaction to ensure accuracy, transparency, and compliance with the organization and donor regulations.
- Take responsibility for managing all financial functions including bank transactions, withdrawals, deposits, reconciliation, authorization, cash book and any other process.
- Ensure the cash handling, payments, and all financial processes align with the organization's policy.
- Ensure keeping and updating all requirements of project expenses including the receipts, bills, invoices, and vouchers into the organization's accounting system.
- Carry out any additional tasks assigned by the Project Manager relevant to the financial management.
- Reinforce the staff to improve their awareness, compliance, and prevention of fraud and other financial-related issues.

- Fully comply with the code of conduct, PSEA policy, child safeguarding, fraud & corruption, equal opportunities, and any other zero-tolerance policies and procedures of organizations.

Reporting

- Maintain a complete and well-organized financial report and record system for all expenses.
- Prepare and submit the complete financial reports for all project teams monthly, quarterly, and on a required basis.
- Take part in the preparation of audit activity, and monthly, quarterly, and annual financial reports for both internal use and donor submission.
- Assist the Project Manager with the budget calculation for new projects, budget revision, or any other grant matters.

Coordination & Communication

- Work closely with the project team to ensure the financial documents and amount are in line with the approved budget, rules, and regulations.
- Effectively coordinate with the Project Manager with regular update-sharing and reporting to ensure sound financial management within the organization.
- Act as the financial focal of the organization for the project in dealing with the external bodies.

Requirements for this position

Academic Qualification

- University degree (Bachelor's degree or equivalent) in commerce, accounting, economics, or business administration with a minimum of one year of experience in a similar position.
- Or any other university degree (Bachelor's degree or equivalent) with a minimum of two years of experience in a similar position.
- Preferable to professional certifications (e.g., CPA, ACCA, LCCI).

Professional Experience and Skills

- A minimum of three years of experience in financial management, accounting, budgeting, and financial reporting.
- A strong knowledge of the working nature and exposure to the NGO/INGO sector in humanitarian/ development work.
- Proven experience in supervising and managing the staff.
- Expertise in handling financial systems, accounting software, and Microsoft Office packages, particularly Excel.
- Strong knowledge of financial policies, fraud, conflict of interest, and prevention of fraud.
- Good interpersonal skills, strong communication and diplomatic skills, and ability to work within a multi-cultural team.

- Being able to travel to other office areas.

How to apply for

The successful candidates are encouraged to send their “[resume/ curriculum vitae mentioning the three professional referees along with the cover letter](#)” to the following address.

Email address: recruitmentteam.hsf@gmail.com

Please write: “[Finance Officer_ MPCA/Shelter/NFI_012025](#)” in the subject.

Deadline: **31 May 2025, 5:00 PM (Myanmar Time)**

****Please note that only shortlisted applicants will be contacted for personal interviews. Applicants are encouraged to apply early as the contact will be made on a rolling basis before the closing date. Any applications after the closing date will not be considered. ****