

Job Announcement

We are seeking a qualified Finance Manager to oversee our financial operations, ensure regulatory compliance, and contribute to strategic decision-making that drives long-term profitability.

Title	Finance Manager
Contract Type	1-year contract with possibility of extension
Closing Date	31 May 2025
Duty Station	BNI Main Office

Core Functions/Responsibilities:

- Implement the financial systems, and policies & procedures in compliance with organizational standards and donor requirements.
- Perform as a focal person for financial management, accounting processes, financial controls, and donor and statutory compliance for BNI's work.
- Ensure quality of all financial works, and timely submission of financial reports which is in line with the target timeframe and required corrections are performed in a timely manner.
- Ensure internal cash flow and smooth BNI operation activities
- Work closely with the General Manager and Senior Staff to ensure effective budget development, financial planning, and financial management.
- Ensure coordination and collaboration with Admin/HR/Logistics and Program staff.
- To make sure all of the cash books and bank books data are timely and correctly recorded in the accounting software.
- Ensure oversight of fixed asset registers and oversee procurement processes are in line with BNI policies and donor compliances and ensure a fair and transparent selection of quality vendors and service providers.
- Ensure all the account codes across the projects are consistent and uphold the integrity of the financial information in the accounting software.
- Ensure preparing for the regular variance analysis for both office and project operations.

- Provide technical support and on-the-job training to other finance staff.
- Ensure full understanding of organizational policies and donor compliances by all project staff.
- Ensure all the financial transactions are in line with the principle of value for money.
- To keep all financial documents in a systematic manner
- Ensure the reconciliation of cash and bank, cash-in-transit, and other assigned accounts in a monthly or quarterly manner.
- Carries out financial induction for new starters.
- Represents BNI at the donor and key stakeholder meetings.
- Conduct financial risk assessment and ensure financial risk-free program.
- To support the internal and external project and organizational audits of BNI
- To perform any other tasks as required or as assigned by the supervisor.

Qualifications

- Bachelor's degree in accounting, Finance, and Commerce (Master's preferred)
- A minimum of 5 years of working experience in a related position with expertise in Project financial management and implementation of internal control system
- Fluent Myanmar, as well as excellent spoken and written English, are essential.
- Advanced knowledge of excel, as well as an understanding of word-processing, and PowerPoint.

Interested candidates who meet the aforementioned requirements are required to submit a cover letter, an updated CV, and two reference (from most recent work) via email only to adminhr@bnionline.net. The application subject line should clearly mention the job title.

Only short-listed candidates will be contacted for a final selection.

BNI is an equal opportunity employer. Women, minority, and ethnic applicants are strongly encouraged to apply.

About BNI

Burma News International (BNI) was established in Kolkata, India, on 11th February 2003 which is an ethnic media network with 15 independent media/news organizations as members. They are Chin World, Development Media Group, Kachin News Group, Kaladan Press Network, Kantarawaddy Times, Karen Information center, Khonumthung Media Group, Mizzima, Independent Mon News Agency, Narinjara News, Network Media Group, Shan Herald Agency for News (S.H.A.N), Than Lwin Times, The Voice of Shan-Ni, and Myitkyina News Journal.

