

Vacancy Announcement

Deutsche Welthungerhilfe (formerly known as German Agro Action/GAA) was founded in 1962. Today it is one of the biggest private development organisations in Germany. Non-profit, politically independent and non-denominational, the organisation works under the leadership of an honorary board and the patronage of the German President.

Welthungerhilfe Myanmar is running projects in the fields of humanitarian assistance, food and nutrition security, agricultural value chains and community development in Ayeyarwady, Mandalay Region, Kachin, Chin and Shan States. The WHH program is funded by various institutional donors (BMZ, Federal Foreign Office of Germany, LIFT and others) as well as private donors.

I. Job details



1. Department	Programmes
2. Country / Location	Myanmar / Mandalay
3. FundsPro cost allocation	(e.g. 000017.2.1.)
4. Job name	Finance Officer (m/f/d)
5. Title of job holder	Finance Officer
6. Salary Group	SG 6
7. Immediate superior (in disciplinary matters)	Project Coordinator (e.g. Head of Project, Head of Finance etc.)
8. Subordinate position(s)	Cashier
9. Representation	
represents	to be decided on relevant occasions
is represented by	to be decided on relevant occasions

II. Objectives, duties, areas of responsibility

1. Objectives of the position

The objective is to implement existing financial management standards in the programmes and projects efficiently and promptly, thereby making a significant contribution towards the success of the programme work.

This involves:

- ensuring that the projects' / project's financial administrative processes at the project location are auditable and efficient and carrying out financial administrative controls at project level;
- supporting the Head of Project perform his/her supervisory duties within the framework of project administration
- if necessary, instructing and supporting project partner organisations (PPO) in matters relating to financial management so that they fulfil their contractual obligations towards Welthungerhilfe and co-financers in accordance with the partner contract and in an auditable manner.

2. Duties and area of responsibility

2.1. Duties with own area of responsibility

The main focuses of areas of responsibility are based on Welthungerhilfe's valid rules and standards and project administrative process descriptions and progress reports.

The Finance Officer of the project is responsible for:

- Ensuring that project funds are correctly managed according to the specifications of Welthungerhilfe and co-financers.
This includes: liquidity planning of project, fund requests, bank transactions, bookkeeping, preparing of end-of-month accounts and of prompt financial reports / the financial part of reports on expenditure of funds in cooperation with Head of Finance in Country Office
- Ensuring that documentation of data, account assignment and bookkeeping entries are carried out correctly in bookkeeping Software
- Ensuring costs are cleared internally within a project or between projects (correct allocation of costs)
- Preparing documentation that Head of Project and/or PPO can assume budgetary responsibility (expenditure and budget control)
- Preparing annual account documents in cooperation with Head of Project and Head of Finance in Country Office
- Preparation of refunds/returns/final fund requests to donors
- Instructing, advising and supervising of local administrative staff
- Making purchases and awarding of contracts according to valid regulations (of Welthungerhilfe and co-financers)
- Monitoring and correctly processing relief supplies and other equipment, particularly in terms of compliance with import regulations, monitoring inventory accounting, physical inventory inspections
- Correctly managing project inventory and vehicle fleet
- If applicable: Supporting PO implement project according to co-financing agreement and Welthungerhilfe standards

2.2 Duties without own area of responsibility

- Supporting Head of Project prepare or revise project / co-financing budget in terms of formal correctness
 - Regularly informing Head of Project about the project's financial status
 - Supporting the Head of Project with the liquidity planning of the project
 - Checking of national law and the relevance for Welthungerhilfe
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- Ensuring correct personnel management within the project. This involves in particular: preparing and monitoring contractual standards for local staff
 - Preparing visits (journalists, staff from head office, representatives of co-financers, etc.) and supervising visitors
 - Fulfillment of any other tasks which are assigned by the management and correspond in general with the character of this position

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2.3 Specific Activities and duties of the position

To be filled in or described individually by the Country Director or immediate superior

III. Job requirements

1. Knowledge/ Qualifications

- 1.1 Professional/ formal qualification
Commercial training with additional qualification and several years' professional experience
- 1.2 Job-related professional experience
2 to 5 years' professional experience working in the global South
- 1.3 Foreign language skills
Ability to communicate in a world language
- 1.4. Miscellaneous
Coordination and organisation
Financial processing of projects

2. Social skills

- 2.1 Social skills
Communicates and liaises with others
- 2.2 Capacity for teamwork
Ability to work in a team
- 2.3 Intercultural competence
Motivated and willing to take the initiative (determination)
Competent in intercultural communication
Good negotiating skills

3. Disciplinary Leadership of staff

None

4. Responsibility

Activity based on instructions, scope of action within the assignment

Qualified women and men are encouraged to apply!

Interested persons should submit an application letter and an updated CV including educational qualifications, contact number and contact details of at least two professional references to:

Yadanamayhtay.Myint@welthungerhilfe.de

Not later than 26 April 2025 (Saturday)

Only shortlisted candidates will be contacted for an interview.