

Vacancy Announcement

Founded in 1956, DRC Danish Refugee Council is Denmark’s largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In over 40 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

To support and strengthen the DRC programme in Myanmar, we are looking for highly motivated and capable candidates to fill the position of

Finance Manager - (1) Post

Duty Station	Yangon or Dhaka office
Report to	Head of Support Services (HoSS)
Direct Reports	Finance and Accounts teams of Myanmar and Bangladesh

Overall purpose of the role:

The Finance Manager is responsible for overseeing all accounting and financial management activities for the DRC Myanmar and Bangladesh program.

The Finance Manager ensures sound financial management of both program in accordance with DRC and donor procedures, requirements, and applicable regulations.

S/he will lead the finance teams of Myanmar program, and lead both mission grants management, financial reporting, accounting, and compliance. The role ensures adherence to the financial chapters of DRC’s Operations Handbook and contributes to the development and implementation of country level financial strategies, translating them into actionable plans and daily operations.

Responsibilities

This position is open for both Myanmar and BGD national.

People Management:

- Lead and manage the finance and accounting teams, including workforce planning, performance management, staff well-being, and professional development.
- Support capacity-building and continuous development of financial management skills among finance staff.

Financial Management:

- Provide leadership to the finance units and technical support to Area Office finance team
- Work closely with management teams to strengthen financial systems, controls, and tools in compliance with national regulations, DRC’s Operations Handbook, internal policies, and donor requirements
- Ensure the timely submission of high-quality financial reports to Head office, donors and internal stakeholders
- Ensure compliance with all statutory financial obligations, including taxes, levies, and other requirement
- Maintain strict budgetary control aligned with the Master Budget across country program
- Collaborate with budget holders to address key financial issues, including co-funding requirements, reporting, and corrective actions
- Oversee daily accounting operations across Country and Area Offices, including cash and bank reconciliations, cashbook closures, advances reconciliation, inter-company transactions, and timely submission of accounts to HQ
- Consolidate and review cash forecasts from all offices and ensure timely fund requests

- Monitor funding levels and ensure proper allocation and management of shared support costs, including salary and gap coverage
- Coordinate with relevant teams to ensure complete and accurate documentation for financial audits and support audit processes.
- Maintain an accurate, secure, and well-organized physical and digital filing system for all financial documents

Donor grants management

- Develop donor budgets in coordination with Budget Holders, Area Managers, and the program team.
- Lead regular financial review meetings (FFU, PMM), provide analysis on burn rates and variances, and communicate suggested actions and follow-ups to Budget Holders.
- Prepare donor financial reports, ensure compliance with donor requirements, and maintain high quality and timely submission.
- Coordinate and lead donor budget revisions and no-cost extension processes.
- Take the lead in donor audits and monitoring visits.

Local partner

- Verify partner budgets before signing the SGA (Sub-Grant Agreement).
- Coordinate with the partner finance team for timely reporting, review, and registration in the DYN system.
- Provide feedback to the HoSS on the quality of partners' financial reports and any missing or inadequate documentation.

DRC Dynamics (ERP System)

- Ensure full and effective utilization of DRC Dynamics (ERP system) for financial operations
- Act as the finance business process super user, providing ongoing support and troubleshooting
- Guide the adaptation and implementation of policies within DRC Dynamics to align with local regulations
- Use data and analytics from DRC Dynamics to drive performance improvements
- Guarantee accuracy and reliability of accounting data in the ERP system

Capacity Development

- Collaborate with the Head of Support Services (HoSS) to enhance financial policies, systems, and structures
- Update finance team job descriptions as needed to reflect evolving roles and responsibilities
- Proactively identify capacity-building needs and provide relevant training and coaching to finance staff
- Conduct practical, on-the-job training for Budget Holders on budgeting, donor compliance, and DRC Handbook requirements

Additional Duties

- Perform other duties as assigned by the supervisor to support optimal organizational functioning.
- This job description is intended to outline key responsibilities and is not exhaustive.

Experience and technical competencies:

- A Master's degree in Finance, Accounting, Business Administration, or a related field is required.
- A recognized professional accounting qualification (e.g., CPA, CA, ACCA, CIMA) is strongly preferred.
- Minimum of 4 years of experience in a senior-level financial management role
- At least 2 years of experience in supervising and managing staff
- Demonstrated ability to manage large-scale and complex budgets, including multi-partner consortiums
- Strong leadership capabilities with proven expertise in people management
- Skilled in delivering technical guidance and training on financial management practices

- Experience collaborating with national partners and local or government authorities
- Familiarity with major donor regulations and reporting requirements (e.g., UNHCR, ECHO, DANIDA, DFID, DFAT, EU, SDC)
- Advanced proficiency in Microsoft Excel and hands-on experience with financial management systems (like Dynamic)
- Full professional fluency in English
- Knowledge of local languages spoken in Myanmar and Bangladesh is an asset

All DRC roles require the post-holder to master DRC's core competencies :

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating: Listening and speaking effectively and honestly.
- Demonstrating integrity: Upholding and promoting the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment.

Conditions

Contract: DRC will offer the successful applicant a DRC's Regular contract including 3-month probation period. Renewable depends on both funding and performance. Salary and conditions will be in accordance with DRC's Terms of Employment. The position is in Employment Band F-1-management. **The position is open to both Myanmar and Bangladesh nationals.**

Application and CV

Interested? Click [here](#) to apply. Please send your application, in English, no later than **24th June 2025**. CV only applications will not be considered.

(Applications will be reviewed on a rolling basis, and shortlisted candidates may be contacted for interview/an offer made before the advertised closing date)