

## VACANCY ANNOUNCEMENT OF Finance Officer

World Concern is a US-based global disaster response and sustainable community development agency. Our mission is to transform the lives of those facing the most profound challenges of extreme poverty into lives of abundance through disaster response and sustainable development projects. Since 1995, World Concern Myanmar has been actively working in Kachin States, Shan States and Mandalay Region, focusing on health, nutrition, food security, protection, clean water and sanitation, livelihood development, and environmental justice and protection.

We are seeking **motivated, efficient, experienced, and dedicated national employees** to join our passionate team at World Concern Myanmar in the following position:

**Position** : **Finance Officer**  
**Location** : **Mandalay Office, Myanmar (with frequent travel to earthquake affected areas)**  
**Reports to** : **Senior Finance Officer and Finance & Admin Manager**

### Why Join Us?

- **Make a Difference:** Be part of a mission-driven organization that impacts lives and communities.
- **Professional Growth:** Opportunities for learning and development in a supportive environment.
- **Collaborative Culture:** Work with a team of dedicated professionals who share your passion for helping others.
- **Comprehensive Benefits:** Enjoy a competitive salary and benefits package.

### Key Responsibilities:

The Finance Officer will be responsible for the overall maintenance of a transparent and accurate financial management system and running of office and project/s financial matters. Additionally, the incumbent is responsible for familiarization and understanding of all World Concern policy and procedures, donor requirements, World Concern Myanmar projects and Myanmar laws and regulations;

#### Financial Management

- Ensure internal quality control of payments including accuracy, budget and approval limits, including verification of staff expenditure against project budget and highlight any areas of concern in assigned projects
- Maintain adequate books and records, payments and receipts
- Check the supporting documents to ensure all the payments and receipts are compliance with WCM's guidelines, policies and in line with LOA for assigned projects
- Ensure proper account and budget codes used for every payment and receipt of assigned projects
- Prepare consolidated fund request for all projects and report to supervisors in timely manner
- Reconcile bank records with bank statement, fund receipt, interest income, other income and expense with PIE records for the assigned projects
- Ensure accurate data entry into ACCPAC accounting software for assigned projects
- Prepare journal vouchers for assigned projects

- Interpret financial information for non-financial staff to ensure program activities and procurement reflect under available budget
- Prepare project financial reports as required by WCM and donor procedures.
- Prepare monthly expenditure reports and circulate to relevant Project Team Members
- Monitor project inventory and assets register and undertake periodic verification
- Ensure competent auditing of all assigned WCM projects as per contractual obligations including internal project audits to monitor the project financial management.
- Provide requested documents by auditors and senior staff as required.
- Alternate to Cashier whenever the staff in position is not around the office
- Monitor the advance control, accounting records with supporting documents for assigned projects
- Record ACCPAC transactions for all assigned projects by ensuring the account codes, budget lines and approval signed are complete and appropriate
- Liaise with Emergency Response Manager to ensure all expense reports and cash requests are submitted by the due date for month end processing (the 20th of each month).
- Liaise with Emergency Response Manager to ensure project financial management is being performed in line with World Concern financial policies and procedures.
- Ensure regular back up of the Finance Officer's computer.
- Immediately report to the Emergency Response Manager and supervisors about any anomalies found while performing the above tasks.
- Provide support of financial management by local project partners, for example, timely expense reporting, cash disbursement, etc. if needed.
- Prepare respective projects PPF.
- Prepare WCM monthly/ annually accounting package and reconcile the balances for all projects.
- Perform regular financial monitoring and internal audit visit to the WCM partner organizations and maintain trip reports documented.
- Coordinate with field finance staff and partner's finance staff to ensure transactions are correct, accurate and complete
- Corporate and coordinate with Finance and Admin Manager for any assistant required in association with the partner monitoring visits.

### **Payroll and Salary Allocations**

- Check the calculation of monthly payroll submitted by H.R department and recommend the adjustment in compliance with H.R policy for the assigned projects
- Prepare monthly salary allocation for the assigned projects by using WCM overview tool and report to Senior Finance Officer
- Prepare the journal adjustment for the time sheet and payroll allocation of the assigned projects and report to SFO
- Ensure to include the staff benefits, service increment and other allowances are budgeted in the budget proposals

### **Budgeting**

- Assist in the preparation of the budget revisions, new proposals and budgetary control for assigned projects.

- Assist in the assessment of Partner and agreement preparation with Partners and Donors, if necessary.
- Monitor the significant budget variance by assisting ERM for the assigned projects
- Ensure all the donor and internal budget revisions are submitted in timely manner.

### **Capacity Developments**

- Assist in financial management training programs to WCM staff and partner NGOs as required
- Provide mentoring support to partner NGOs

### **Other duties**

- Participate in weekly devotions, other staff meetings and retreat
- Provide appropriate advice to Finance and Admin Manager and Senior Finance Officer
- Perform any other activities as may be assigned by the Finance and Admin Manager

### **Qualifications:**

- Relevant educational and appropriate accountancy qualifications (B.Com and recognized accounting qualification from ACCA, CPA, AAT or LCCI.
- Demonstrated significant financial management experience (at least 3 years) in an INGO, government or a large private sector agency
- Significant experience in financial monitoring, budgetary systems and controls with strong analytical skills and good knowledge and experience of financial computer applications, including accounting packages and spreadsheets
- Good knowledge of donor financial policies and guidelines
- Demonstrated high level of interpersonal, written and oral communication skills
- Fluency in written and spoken English and Myanmar languages
- Proven problem-solving and negotiation skills
- Proven ability to meet critical deadlines
- Willingness to travel domestically and internationally, as needed
- Demonstrated organizational skills and abilities.
- Demonstrated ability to train others, individually or in small group settings.
- Demonstrated ability to understand and use computerized accounting systems.
- Able to delegate and monitor the work of others and develop their skills. Able to coach and encourage others.
- Able to plan and manage a variety of activities, setting appropriate priorities.

**If you are passionate about making a positive impact and meet the qualifications, we encourage you to apply for this exciting opportunity!**

### **Application process**

Interested candidates **must** fill up **World Concern's application form** and attached CV, Covering Letter to the following address or E-mail address with supporting documents.

World Concern Myanmar (Country Office)

No. 7/36J, Golden Valley 1<sup>st</sup> Street, Golden Valley Ward (I), Bahan

Township, Yangon.

**Email:** [wcmhr@worldconcern.org](mailto:wcmhr@worldconcern.org)

**Due to the urgent nature of this position, applications will be reviewed on a rolling basis, and recruitment will be conducted as soon as a suitable candidate is identified.**

Only short-listed candidates will be **contacted** for interview.

**Note:** Application submitted without these details **WILL NOT** be considered.

**Apply Now and be a part of something greater. Together, we can transform lives and communities.**

**Closing Date: 24 April, 2025**