



Myanmar Red Cross Society

HR-HQ VA No. 058 – Senior Finance Officer (Seconded Staff)



Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

Senior Finance Officer (Seconded Staff)

No. of Post	: 1 Post
Report to	: Country Representative
Department	: German Red Cross Delegation Office in Myanmar
Project/Program	: DRM and Anticipation in Fragile Contexts in Myanmar Project
Duty Station	: Yangon
Grade	: E-2
Benefits	: Salary + Insurance + Transportation Allowance + Health Benefit Allowance + Supplementary Allowance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Home Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave

Application Period : 30-April-2024 to 7-May-2024, 16:30

Background of the Project

MRCS is implementing a project called “**DRM and Anticipation in Fragile Contexts in Myanmar**” with the support of the German Red Cross/Finnish Red Cross (GRC/FRC). The project aims to increase MRCS HQ and branches capacities on DRM, DRR and Anticipation in risk areas to effectively help communities to prepare, mitigate, anticipate, resist, response and recover themselves and their livelihoods from natural disasters or another type of crisis, and communities have improved access to and understanding of risk information to inform their decisions ahead of high-risk events.

Purpose of the Position

The **Senior Finance Officer (Seconded Staff)** is a position that has an employment contract with the Myanmar Red Cross Society (MRCS) and is seconded to the German Red Cross (GRC) country office in Yangon.

The **Senior Finance Officer (Seconded Staff)** has the general responsibility for review and consolidate financial matters related GRC-funded Projects (FFO GPI Urban DRR and BMZ UH Resilience projects)

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities' members in our programs"

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality

MRCS-GRC/Senior Finance Officer for Yangon/Strengthening the resilience of communities and displace population in Rakhine through disaster risk management, livelihood interventions and strengthening the response capacities of MRCS Project/German Red Cross Delegation Office in Myanmar (13/7/2023)



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within the framework of the MRCS, GRC and Donor policies, regulations and procedures, including budgets compliance and financial reporting, supporting the Myanmar Red Cross Society as required. The position ensures financial monitoring and regular budget follow-up in close collaboration with the Delegate and the Finance Manager, who guides and supervises the Senior Finance Officer, in accordance with MRCS and GRC policies, procedures and internationally accepted accounting principles.

Duties and Responsibilities

Financial Management: Responsible for finance planning, budgeting and reporting, in particular for FFO GPI Urban DRR and BMZ UH Resilience projects, managed in an efficient and timely manner and in accordance with MRCS and GRC policies and procedures.

1. Manage the related project bank accounts in Myanmar including reception of transfers from GRC HQ and transfers between currencies.
2. Process transfers to MRCS for the GRC-supported project in a timely manner.
3. Consolidate and reconcile quarterly working advances, financial justification and vouchering.
4. Ensure standard operating procedures on petty cash are being complied with, particularly in terms minimum cash balance, cash disbursement, safety and security.

Accounting: Responsible for country office's accounting for FFO GPI Urban DRR and BMZ UH Resilience projects, and submission of accounting files and documents to GRC HQ.

5. Post and allocate all expenses and receipts incurred by the projects to **AKS FundsPro** (GRC's accounting software).
6. Carry out month/year end closing procedures and submit to GRC HQ in a timely manner.
7. Ensure all expenses are justified with necessary supporting documentation according to MRCS and GRC policies and procedures.
8. Provide supervision, on-the-job training and guidance as required for day-to-day, monthly, quarterly and annual accounting and finance processes.

Financial Reporting: Responsible for monthly and annual financial reports for FFO GPI Urban DRR and BMZ UH Resilience projects, and submission of reporting files and documents to GRC HQ.

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9. Review and consolidate monthly and annual finance reports including eligibility of expenses, prior approvals and compliance with project agreements, and other policies and procedures
10. Clarify and correct problems with the finance reports.
11. Support MRCS finance personnel on GRC/Donor finance procedure.
12. Support the GRC Delegates and Finance Manager to prepare budget planning and reporting

Compliance and Audit:

13. Monitor compliance with MRCS, GRC and Donor requirements, rules and regulations.
14. Ensure compliance during periodic finance delegation monitoring from regional office/NHQ.
15. Support on assistance provided to internal and external auditors.

Collaboration: Collaborate efficiently with MRCS and GRC country office seconded staffs to ensure have needed support and knowledge of MRCS and GRC financial procedures and systems.

16. Inform on the forms, budget codes, etc. to be used, assisting project delegate and finance manager staff in budget preparation and budget revision rounds.
17. Maintain efficient and professional working relationships and communication channels.
18. Assist MRCS and GRC in identifying and analysing risks/challenges/issues faced by projects or project teams to ensure appropriate solutions and support as needed.

Treatment of information:

19. Register and treat information related to Red Cross and its staff with confidentiality and accuracy.
20. Facilitate synergies and standard procedures with other MRCS projects, especially those with linked or similar project objectives, locations and activities.

General

21. Perform any other related tasks assigned by direct supervisor and the department as required.

Skills, Competencies and Requirements

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- **Must have relevant university degree or equivalent professional qualifications such as B. Com, B. Act, or any degree with Diploma in Accounting or equivalent CPA or ACCA level are preferable**
- Relevant training in financial management and services
- Minimum 3 to 4 years' experience of analysing, planning, managing finances and budgets, and 1 year of experience in working for a humanitarian aid organization in financial management
- Strong Interpersonal and communication skills
- Strong skills in general administration, oral and written communication
- Self-supporting in computers (Windows, Office, Spreadsheets, Word)
- Knowledge of general accounting software systems
- Specific knowledge on accounting software packages
- Knowledge of basic finance procedures (payments, receipts, working advances, bank reconciliation, etc.)
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Ability to work under pressure and with tight deadlines
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Understanding of commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- Experience of working for the Red Cross/Red Crescent is preferred

****Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:**

Head Office:

**Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw.**

Branch Office:

**Myanmar Red Cross Society
No. 42, Red Cross Buildings, Strand Road,
Botahtaung Township, Yangon. (or)**

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Email: mrcshrrecruitment@redcross.org.mm (or)

For more information and application, please visit to the www.redcross.org.mm

Only short-listed candidates will be contacted for a personal interview.

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