



VACANCY ANNOUNCEMENT

Position	Finance and Admin Officer	Department: Finance and Admin
Line Supervision	Reporting to: Finance Manager Managing: Cleaner Technical Collaboration with: Program Team and Country Director	
Work Location	TGH Yangon Coordination Office, with some potential travelling to the field base and visiting partners (depends on requirement)	
Background	<p>TGH was founded in 1994, TGH is a French international solidarity organization based in Lyon. The association designs and implements emergency, rehabilitation and development programs in the following sectors: water, hygiene and sanitation, civil engineering, food security and rural development, socio-educational and psychosocial. TGH is currently operating in 11 countries in Africa, Asia, Europe and the Middle East.</p> <p>TGH has been working in Myanmar since 2008. TGH in Myanmar has been implementing multi-sectoral Emergency Response Projects funded under MHF, HARP-Facility, CDCS and recent ongoing project funded by AFD. This included multi-sectoral assistance in WASH, Child Protection, Education in Emergencies, FSL, Shelter/NFI, COVID-19 Prevention, Preparedness and Response and CSOs/Partner's capacity building.</p>	
Purpose	<p>This position is essential to assist in successful implementation of all activities in Yangon Township as well to ensure the best and most efficient use of TGH resources. Under the supervision and support of TGH Finance Manager, this position is intended to implement Admin and Finance functions / duties for TGH in all TGH Offices, in close collaboration with TGH Senior Management Team (and some might with HQ Technical Department when requiring).</p>	
Conditions	<p>This is a full-time, fix-term position for forty (40) hours per week during for current aim of at least 8 months (May – December 2024) with possible of extension depends on the performance and funding available.</p>	

Responsibilities and Duties

Task 1: Finance and Accounting

- Ensure payment of local taxes and other charges calculation. (Regular payments for office rental and bills, internet fees, etc.),
- Assist the Finance Manager in preparing regular all the vouchers from all TGH offices and partners.
- Prepare monthly forecast for TGH interventions, in close collaboration with TGH Project Managers.
- Verify the coherence between the projects inventories and reported expenditures, at least on a monthly basis
- Coordinate activities with partners' finance departments
- Record day-to-day financial transactions in YGN office, complete Excel data entry process, enter transaction data in TGH accounting software and maintain all records and back-ups as needed
- Verify all transaction data, statements and supporting documents (e.g. bills, invoices, receipts, monthly staff advance follow-up, etc.)

- Verify that all transactions completed in Yangon are recorded in the correct book/account and that accurate data is provided (including amounts, descriptions, accounting code, financial lines, break down of running costs)
- File all transaction supporting documents according to TGH procedures
- Prepare accounting documents to be sent to TGH HQ Office in France for auditing purposes
- Manage banking operations in Yangon, e.g. cash withdrawals, funds transfers to field offices and partners, etc.
- Assist Finance Manager to manage cash operations in all TGH offices, including managing accounts receivable/payable and payroll in a timely manner
- Verify and update book inventories, bank reconciliation and prepare monthly accounting reports – these will include all transactions completed across the missions, in Myanmar.
- Scan all the vouchers relating to all the project activities expenses in Myanmar Mission including partners' vouchers whenever needed to report to TGH HQ and auditors/donors.

Task 2: Admin/HR and Communication

Assist Finance Manager in below tasks whenever needed;

- Organise a filing system for important and confidential organisation documents
- Distribute and store correspondence (e.g. letters, emails and packages)
- Ensure payment of taxes and social charges, and prepare the annual fiscal declaration, as required by the national legislation
- Arrange travel, transportation, accommodation, visa, insurance, Covid test etc when requiring.
- Regularly follow up and check and update Government changes of admin regulations and inform the team.
- Schedule in-house and external events (e.g. meetings, gatherings, etc.)
- Scan all the Admin, HR file/ documents for all employees and partners' HR folders whenever needed
- Participate in contacting and preparing recruitment processes of national staff candidates
- Monitor contracts of national staff (e.g. renewals, annual leave, etc.) with support from Finance Manager
- Ensure that staff folders (including contracts of employment, job descriptions, internal rules & regulations) are complete and accurately stored.
- Assist the Finance Manager in the management of the relationship with local and national authorities. This includes providing assistance in order to:
 - Renew the MoU with the Department of Social Welfare and others as needed
 - Preparing the request letter to apply visas and travel authorisations for expatriate staff
 - Submit satisfactory and timely reports as required (monthly report to Line Ministry and annually report to MOHA)
- Assist and represent the Finance Manager during meetings and draft minutes/short reports as needed
- To translate official/non official documents from/to English/Myanmar language
- Support on Logistics when requiring (such as basic needs of logs support also such as on office running purchasing, fuel consumptions of generator, hand over items to partner, inventory/log book updates, maintain and repair office etc, coordinate use guides/template/format from/with HQ etc.)

Partnership Management & Capacity Building

- Assist the Finance Manager in facilitating of the training to local partners about TGH financial management, accounting, procurement procedures and tools and in ensuring they are well understood and systematically used
- Identify any issue or capacity gap and propose solutions (e.g. short training sessions) or report them back to the line manager and the Project Manager for further advice
- Support in organizing meetings with local partner and report or take meeting minutes/note on actions agreed, issues raised, solutions identified.

Coordination

- Regularly meet with the Finance Manager to ensure: cash availability, cash flows monitoring and agree on relevant periods for bank transfers to field offices, partners and suppliers.
- Liaise with Myanmar Government's authorities as needed (e.g. for tax calculation);
- Coordinate with other stakeholders such as financial service, local supplier, flight/transport agent etc. as per requirement from Finance Manager.

Other

- Assist the Finance Manager in Finance and accounting tools and partnership financial management developing
- Observe confidentiality when performing all of the above tasks

Commitment to TGH Child Protection Policy, TGH Anti-fraud and Anti-Corruption Policy and TGH National Internal Staff Regulations is a formal requirement for employment. TGH strongly condemns all corporal punishment or physical violence, threats of physical violence, sexual abuse or exploitation, harassment and verbal abuse, as well as all other forms of intimidation.

TGH applies a "zero tolerance" policy with regard to all misconduct affecting the professional credibility of its employees: TGH staff; partners (local or international) and service providers. This must be respected by the employee throughout the term of the contract, during and outside working hours. The application of those policies is imperative and any breach will result in disciplinary measure.

The above list of responsibilities is not exhaustive and you may be required to undertake other tasks as requested by your line manager and as appropriate to your grade.

Profile

- Prior (preferably NGO) experience in Finance and , Accounting and Administration process
- Experience in most of technical areas of Financial and Accounting operations, and including procurement process related to financial payment.
- Proven experience in regular accounting and finance activities
- Good knowledge of Excel and Word software and accounting software SAGA is preferable
- Experience of working with local NGOs AND INGOs
- Ability to build relationships quickly with a wide range of people, both internally and externally
- Good communication skills (written and spoken) and interpersonal skills
- Good English capacity (written and spoken).

Application process:

Candidates should address their application to TGH Finance Manager and submit it by email to finance.myanmar@trianglegh.org.

Subject of email: "**TGH Finance and Admin Officer, Yangon Coordination Office – Application**".

Applications should include:

- Cover letter detailing how candidates understand this role and how they consider fulfilling the requirements for this position (reference to the profile described above must be made);
- CV (with 3 references)

Applications that do not meet these criteria or are incomplete will be disregarded. Copies of academic qualifications/certificates are optional at application stage but TGH may request them at shortlisting/recruitment stage.

Deadline for Submission: **05.00 pm MM time on Wednesday 06th May 2024.**

Candidates are strongly encouraged to apply as soon as possible as interviews will be held on a rolling basis.

Only short-listed candidates will be contacted by TGH and invited for interviews. TGH will conduct criminal records and background checks for the shortlisted candidates. They should provide the related required documents during the recruitment process. This comes in addition **to 3 references checks**. It will ensure that the selected candidate has appropriate attitude and values for child and vulnerable adults' protection.

The **start date for this position is expected to be as soon as possible**. TGH is an equal opportunity employer; qualified female candidates are encouraged to apply.