



JOB VACANCY

SOLIDARITES INTERNATIONAL launches the external/Internal recruitment of a

BASE	Yangon, Myanmar
POSITION	Deputy Finance Manager (Partnership)

PRESENTATION OF THE ORGANIZATION

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian NGO which, for more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their vital needs for food, water and shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world, SI's interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods. Present in around twenty countries, SI's teams – 2000 people in total made up of expatriates, national staff, permanent staff at headquarters, and a few volunteers – work with professionalism and commitment while respecting cultures.

Solidarités International (SI) is determined to prevent and fight all type of abuse – all act of exploitation, abuse and/or sexual harassment (SEAH) against members of beneficiary communities or collaborators, fraud, corruption, violation of persons and/or property, funding of activities harmful to human rights – that could be perpetrated in the frame of its interventions. SI implements a zero-tolerance policy regarding acts of SEAH.

Solidarités International is an equitable employer committed to find all forms of discrimination. SI will ever ask for any remuneration to take part in a recruitment process.

ABOUT MYANMAR MISSION

Solidarités International (SI) is operating in Myanmar since May 2008. SI's current programs in Myanmar include:

- Provision of life-saving and humanitarian assistance to families affected by violence in Rakhine State. This program is currently implemented in IDP camps, host and surroundings communities in Sittwe, and Pauktaw Townships.
- Emergency response to conflict-affected populations in Kachin State through an improved access to water, sanitation and hygiene as well as food security and livelihood activities.

Position:	Deputy Finance Manager (Partnership)
Number of positions:	1 person
Desired Start date:	1-Nov-2026
Contract duration:	6 months
Probation Period:	3 months
Location:	Yangon, Myanmar

Solidarités International

No. 69 (A), Kanbawza Street, Golden Valley, Bahan Township, Yangon, Myanmar.

MISSION / OBJECTIVES

The Deputy Finance Partnership Manager supports the Finance Partnership Manager in ensuring effective financial oversight of partner-implemented projects. She/He contributes to budget monitoring, financial accounting, and compliance in line with SI policies and donor requirements. She/He supports the preparation of financial reports and the development of partner budgets. She/He participates in and organizes financial training and capacity-building to strengthen partner financial management

List of main tasks:**FINANCIAL AND BUDGETARY MANAGEMENT**

- Review partners monthly expenditures and forecast through budget follow-ups and ensure accuracy and consistency with approved budgets
- Identify variances or discrepancies during budget follow-up and propose appropriate corrective actions to the Finance Partnership Manager
- Conduct budget follow-up meetings with relevant managers to review partners' expenditures, forecasts, and overall financial situation
- Participate in providing monthly feedback on partners' budget follow-ups and conduct dedicated review meetings with them.
- Support the Finance Partnership Manager in monitoring partner instalments and ensuring timely and compliant transfers
- Support the Finance Partnership Manager with the monthly BOUSSOL updates received from coordination, and participate in BOUSSOL meetings with base managers to present the base and project financial situation
- Participate in the development of partner budgets and the preparation of financial reports
- Prepare and conduct financial training sessions for partners, providing guidance on budgeting, reporting, and financial compliance

ACCOUNTING MANAGEMENT

- Receive and share the partners monthly accounting and supporting documents.
- Supervise and/or prepare the review of the partners monthly accounting and supporting documents
- Ensure that all supporting documents comply with SI internal procedures and donor requirements
- Conduct analytical checks on expense allocations to verify accuracy and eligibility
- Identify missing, incomplete, or non-compliant documentation and provide clear feedback to partners for correction or completion.
- Follow up with partners to ensure timely submission of corrected or additional documents.
- Validate partners monthly accounting once all compliance requirements are met
- Supervise the proper archiving of all supporting documents in an organized and compliant manner
- Supervise and/or integrate the validated partner accounting into the SAGA
- Supervise and/or prepare voucherisation of the partner accountancy after integration into SAGA.
- Prepare and conduct training to partners on accounting procedures and documentation standards to strengthen their financial management capacity

TEAM MANAGEMENT

- Participate in the training and onboarding of finance department staff
- Contribute to the recruitment and selection of finance team members
- Coordinate, plan, and supervise the work of the finance team to ensure efficient operations.
- Lead and delegate tasks to finance team members as requested or when required.

REPORTING/ COMMUNICATION

- In conjunction with the Finance Coordinators or the Finance Deputies, monitor whether accounting documents are consistent with interim and final financial reports
- Prepare and assist with audits or possible inspections
- Report progress of financial activities to the Finance Partnership Manager on a weekly basis
- Participates to the weekly finance department meeting
- Report to the Finance Partnership Manager any alerts concerning Solidarités International Finance process or other misconducts she/he could witness.

ORG CHART POSITION (reporting and functional relationships)

Line manager: Finance Partnership Manager

Line report(s) on base: Finance Partnership Officer

Functional Manager: -

Functional report(s): -

YOUR PROFILE**Education:**

- Bachelor's degree in accounting, Finance or a related field

Specific Skills and experience:

- At least 3 or 4 years of professional experience in relevant field in INGOs
- Experiences in the partnership management are preferred

Technical Skills:

- Strong experience in financial management of local NGO/CSO partners and sub-grants.
- Sound knowledge of donor compliance, financial reporting, budget monitoring and cash forecasting.
- Proficiency in Excel and accounting software; experience with SAGA is an asset.
- Ability to provide financial guidance and capacity building to partner finance teams.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with partners and internal teams.
- Strong organizational skills and ability to manage multiple priorities

IT Skills:

- usage of Microsoft suit, SharePoint, Advance Excel, others.

Personal abilities:

- Communication and representation
- Strong facilitation, coordination, problem-solving skills
- Leadership and Team Management

Language:

- Fluent in English and Burmese

SI WILL OFFER YOU

Salary: 900 USD

Social benefits: SI Medical coverage, 12 days of Annual leaves, Public Holidays per year, yearly ended bonus.

Thank to send your application with a resume, cover letter, copy of diplomas, and work certificate, to SOLIDARITES INTERNATIONAL by email to gnm.recruitment@solidarites-myanmar.org

Deadline for submitting applications: 16th October 2026 (Not Later than 5:00 PM)

Important to be considered, the position you want to apply for has to be specified as subject of your e-mail.

Solidarites International reserves the right to select a candidate and finalize the recruitment before the final date.

Only short-listed candidates will be notified.

Solidarites International has a zero-tolerance policy on any kind of abuse, exploitation and fraud. Solidarites International expects full commitment of its employees with SI Charter, Code of Conduct including PSEA policy.

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