



**OXFAM IS A GLOBAL MOVEMENT OF PEOPLE WORKING
TOGETHER TO END THE INJUSTICE OF POVERTY.**

Finance Manager (2 Posts)

Employment Term: Fixed Term (1 year contract)

Level: National, C2

Location: Yangon, Myanmar

Closing Date: 7 October 2026

"This role is opened for national applicant only."

Early application is encouraged as the recruitment process will be done on a rolling basis and Oxfam reserves the right to appoint a suitable candidate as soon as they are identified.

The Role:

Oxfam is looking for the role of **Finance Manager**.

Job Purpose:

The Finance Manager is a full-time position based in Yangon, responsible for the financial management and oversight of programmes and partner organizations. The role involves reviewing financial reports, monitoring expenditures, partner document verification, ensuring compliance with donor regulations and providing overall financial management, compliance support guidance and capacity-strengthening to partners. The position works closely with Programme teams, Partner Organizations and the Oxfam Finance Team including field offices.

This Role Report To: Head of Finance and Operations

Staff Reporting to this Post: NA

Key Relation/Interaction: Programme teams, Partner Organizations and the Oxfam Finance Team including field offices.

Key Responsibilities: (Technical, Leadership, People and Resource Management)

Strategic Leadership and Financial Management

- Provide financial analysis and highlight key financial issues, risks and trends to the Head of Finance and Operations and Programme Managers.
- Provide financial support and guidance to programme teams on budgeting, expenditure management and donor compliance.
- Lead project audit processes and coordinate with relevant finance staff from partner organizations to ensure timely and satisfactory audit completion.
- Setting up new and innovative systems and processes and providing financial management advice to the Head of Finance and Operations.



- Take responsibility for financial management and compliance matters related to assigned projects, working closely with Programme Managers and relevant staff from partner organizations.
- Actively participate in team and organizational activities, contributing to a collaborative, inclusive and high-performing work environment while supporting Oxfam's values and objectives.

Budgeting, Financial Planning and Reporting

- Develop budgets for new funding opportunities and revise project budgets as required.
- Support Programme Managers in preparing detailed expenditure budgets and ensure they are aligned with donor requirements, formats and reporting guidelines.
- Prepare and submit donor fund requests in accordance with contractual requirements and communicate with donors regarding fund receipts.
- Manage the financial aspects of other projects contributing to Oxfam's overall work in Myanmar, as assigned by the line manager.
- Review and verify all programme-related expenditures (e.g., staff costs, travel, meetings and other project expenses) to ensure compliance with Oxfam policies and donor regulations.
- Collect financial information from Oxfam and partner organizations and prepare timely and accurate financial reports and analyses for the Head of Finance and Operations, Programme Managers on a monthly, quarterly and annual basis.
- Continuously monitor contract income and expenditure and provide timely financial updates to relevant Programme Managers.
- Review monthly budget utilization and provide recommendations for improvement to relevant Oxfam and partner staff.
- Responsible for financial reporting across a diverse range of internal and external audiences including multi-donor reporting.
- Ensure managers have access to up-to-date financial information and that budget accuracy is regularly verified.
- Ensure all program expenditures and financial activities adhere strictly to organizational internal policies as well as donor regulations

Staff and Partner Capacity Development

- Strengthen the financial capacity of programme and finance staff through coaching, mentoring and targeted training initiatives.
- Build the financial management capacity of Oxfam and partner staff as required.
- Conduct regular field visits to engage with partner finance staff and monitor the effectiveness of their financial management systems and practices.
- Establish and maintain effective communication and working relationships with finance staff from partner organizations.

Safety and Security

- Complying with all security policies, procedures, directions, instructions, regulations or plans.
- Taking care of their own safety and security.
- Actively contributing to the development and maintenance of security management policy and procedures.

Safeguarding

- Ensure adherence to safeguarding policies by protecting the safety and dignity of all individuals.
- Ensure completing all annual core compliance courses.
- Must report any concerns or witness or suspect any behaviour that could be in breach of the one Oxfam safeguarding policy or Oxfam Code of Conduct.



Other

- Eager and required to adhere to Oxfam's principles and [values](#) as well as the promotion of [gender justice and women's rights](#).
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.
- In case of emergency response, perform assigned tasks to contribute to an efficient and timely emergency response activities.

For more information regarding the position, please have a look at the Job Profile [here](#).

What we are looking for:

Essential

- **Self-Awareness**
- **Mutual accountability**
- **Strategic Thinking and Judgment**

In addition:

- B.COM / ACCA or master's degree holder with a minimum of 5 years' experience of financial management in accounting, financial reporting and budgeting experience.
- Relevant experience within a non-profit / Consortium Projects / Funded organization will be asset.
- Proven knowledge of computerized systems and demonstrable experience of working with computerized accounting packages and spreadsheets.
- Ability to produce quality financial management information and recommend suitable courses of action.
- Ability to monitor donor contracts and produce requisite high quality and timely reports.
- Ability to work independently and prioritize effectively to achieve results.
- Fluent written and spoken English.
- Excellent communication and interpersonal skills.
- Sympathy with the aims and objectives of Oxfam and commitment to Oxfam's equal opportunity and gender policies.

Desirable

- Strong background in complex budget management, donor reporting, risk analysis and audit leadership.
- Approachable team player who listens to field challenges and explains financial rules clearly and builds trusting relationships across program teams and partner organizations.
- Skilled at coaching non-finance staff and mentoring partners to strengthen their financial systems.
- Hands-on experience streamlining workflows, introducing efficient controls and ensuring donor compliance.

What we offer:

Oxfam aims to recruit and retain diverse, passionate people who have the necessary skills, knowledge and commitment to meet our vision. We offer a competitive salary and a range of additional benefits to staff including flexible working options, generous pension scheme, annual leave, additional leave



allowances, company sick pay, life assurance and a range of other benefits.

Find out more about our pay & benefits, please click [here](#)

How to apply:

To apply for this position please visit the following link;

<https://jobs.oxfam.org.uk/jobs/vacancy/25104/description> no later than **7th October 2026, 5:00PM**
(Myanmar Time)

Our values and commitment to safeguarding:

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and associates to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our [values](#) are recruited to work for us.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam GB also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.

Note to candidates: We encourage candidates to read and understand our code of conduct [here](#) and our safeguarding policies [here](#).

Shortlisted candidates will be assessed on our organisational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct and safeguarding policies.

About Us

Oxfam is a global community of people who believe in a kinder and radically better world, where everyone has power to thrive not just survive. We believe we can overcome poverty by tackling inequalities that fuel it. We are shop volunteers, women's right activists, marathon runners, aid workers, coffee farmers, street fundraisers, goat herders, policy experts, campaigners, water engineers and more. And we won't stop until everyone can live life without poverty for good.

[Oxfam GB](#) is a member of [international confederation](#) of 21 organizations working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 80 countries. Oxfam in Myanmar is the branch of Oxfam GB.

Only short-listed candidates will be notified.