



## **Plan International Myanmar**

### **Term of Reference**

#### **Finance Administrative Service Provider**

<b>Position Name</b>	: Finance Administrative Service Provider
<b>No. of Position</b>	: 2 positions
<b>Duration</b>	: 6 Months with Possible Extension
<b>Accountable to</b>	: Senior Finance Officer
<b>Closing Date for Application</b>	: 8 <sup>th</sup> May 2025, 5:00 PM
<b>Location</b>	: Yangon Country Office
<b>Possible Join Date</b>	: As Soon As Possible

### **ABOUT PLAN INTERNATIONAL MYANMAR**

Plan International is a global organization focused on advancing the rights of children and youth, especially girls, across both development and humanitarian contexts.

In Myanmar, Plan International implements integrated programming focused on child development and youth empowerment, with a special emphasis on supporting girls and young women. Our program areas encompass Early Childhood Care and Development (ECCD), Water, Sanitation, and Hygiene (WASH), Resilience and Disaster Risk Reduction (DRR), Child Protection, and Education. Additionally, we focus on Youth and Adolescent Development through Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE), as well as Leadership and Life Skills Development. Our efforts also extend to ensuring Food and Nutrition Security to promote healthier and more resilient communities.

Plan International is dedicated to creating safe environments for children and program participants, promoting practices that address their specific safeguarding needs and protection risks. We actively challenge and do not tolerate inequality, discrimination, or exclusion.

### **JOB PURPOSE:**

The Daily Finance Service Provider will support the Program Unit's finance operations by collecting and preparing the Payment vouchers, as well as copying, scanning, and filing all financial documents. They will also assist to the Senior Finance Officer.

### **JOB SCOPE AND RESPONSIBILITIES**

The main goal is to establish complete digital archiving system by scanning all the personal document files and properly labelling them.

Details tasks include:

- Assisting the Finance Assistant with cash disbursement to Program Unit Office.
- Assisting in obtaining authorized signatures when required.
- Filing payment and receipt vouchers in sequential order.
- Scanning and copying financial documents, including supporting documents, for audit trial and backup purposes.
- Finding financial documents as requested by various auditors.
- Stamping "Paid" on every payment vouchers for audit trial purposes.
- Performing any others tasks assigned by the Senior Finance Officer.

## **SUPERVISION AND SUPPORT**

The Service Provider will be directly reporting to the Senior Finance Officer and will work closely with Country Office Finance Team.

## **WORKING HOUR AND WORKING DAYS**

Maximum 5 days per week (weekend and Public Holiday are closed), 8 hours per working day from 8:30 AM to 5:00 PM.

## **PAYMENT:**

Plan International Myanmar will cover for daily rate of 20,000 MMK per working day based on the number days of work conducted upon the submission of timesheet and job completion signed off by the supervisor. Plan International Myanmar will not cover any other cost except mentioned as above. The Payment will be made on monthly basis.

## **SAFEGUARDING (AND PSHEA) POLICY IMPLEMENTATION:**

- Deliver day to day activities in line with the safeguarding standards
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure CO/PU level financial work does not put children and programme participants at risk by continuously evaluating it through a safeguarding perspective, data privacy and discussing potential design or implementation with the children and programme participants.
- Promote the importance of safeguarding and PSHEA to colleagues, and children, their families, beneficiaries, and the wider community.
- Assume responsibility for immediately reporting any instances of suspected child abuse or neglect as per Plan Myanmar's policy.

## **QUALIFICATION REQUIREMENT:**

- Completion of minimum high school education.
- Good communication Skill and interpersonal skill.
- Ability to work under pressure, with an interest in detailed tasks and managing filing systems.
- Intermediate computer skill, including proficiency in Microsoft Office Suit.
- Basic Knowledge in the English Language
- Experience in data management using Microsoft Excel, as well as Personal filing and documentation, will be considered an asset.

## **HOW TO APPLY:**

Interested candidates who meet the above requirements are required to submit a cover letter, a comprehensive CV and details of three referees via e-mail only to: [Myanmar.CO@plan-international.org](mailto:Myanmar.CO@plan-international.org). Late applications will not be considered.

Subject line for application: "**Finance Administrative Service Provider \_CO**".

Reference & background checks will be performed for successful candidates. Only shortlisted candidates will be contacted. Plan International is an equal opportunity employer and women are encouraged to apply. Plan International Myanmar is committed to the well-being of children, youth, and adults, and upholds the principles of gender equality. We have zero tolerance for Safeguarding and PSHEA issues. All staff and associates of Plan International Myanmar are required to sign and adhere to our Safeguarding Policy and PSHEA Policy at all times.