



(Vacancy Announcement)

Finance Officer- 1 Position

Job Level – (H.2)

Duty station – Mandalay, Myanmar

Duration: 8 Months ( possible extension)

VA :2025-HI-013

### Organization:

Humanity & Inclusion (HI - registered as the Federation Handicap International) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. HI works alongside persons with disabilities and people in need of support, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

In emergency, HI's mandate widens to target the groups most in need within any population taking gender inequities into account – from isolated rural communities, to persons with disabilities, to excluded minority groups – to ensure their equal access to appropriate relief aid. HI works to meet the needs and defend the rights of children, women, and men with disabilities.

Since its creation in 1982, HI has gone on to work in around 60 countries worldwide. Our work has benefited several million people.

### Humanity and Inclusion in Myanmar

In Myanmar the first operations date back to 2008, following cyclone Nargis. The emergency response program closed at the end of the response operations. In 2013, HI reinstalled an intervention program, and focused on activities in its core sectors of interventions: promoting inclusion and responding to the needs of persons with disabilities including landmine victims.

### HI's intervention in Myanmar and Thailand is based on 5 strategic pillars:

- **Emergency Response** – Basic Needs and Inclusive Humanitarian Action
- **Armed Violence Reduction** – EORE, Contamination Impact surveys and Victim Assistance Efforts
- **Inclusive Health** – Rehab, MHPSS, Early Childhood Development and Access to Services
- **Inclusive Preparedness** – Disaster Risk Reduction and Logistics Analysis
- **Inclusive Opportunities** – Inclusive Education and Inclusive Livelihoods

In 2024, the HI Myanmar / Thailand program will be integrated into the HI Southeast Asia program, gathering Cambodia, Lao, Vietnam and the Philippines.

For more information on the organization, please see:

- Humanity and Inclusion website: <https://www.hi.org/en/index>
- the online presentation of the organization: <https://www.youtube.com/watch?v=3p2OWI6T3AY&t=127s>
- Follow us on Facebook: <https://www.facebook.com/HIMyTh/>

**Humanity & Inclusion encourages qualified people with disabilities or chronic illness and women to apply. We commit advancing inclusive workplace to remove barriers and to the full and equal participation in the workforce. We commit to provide equal employment opportunities, reasonable**

**accommodation in workplace to all employees and qualified applicants, regardless of Nationality, gender, religious and ethnic backgrounds, including people with disabilities.**

### **Main objective of the position:**

The Finance Officer produces quality financial information and contributes to the application and dissemination of the budget framework, local and donor rules and HI's tools, procedures and standards in the financial field.

The Finance Officer works under the direct supervision of the Finance Manager. S/he is responsible for managing cash and accountancy reports, which are to be submitted to the Finance Manager. S/he ensures compliance with internal procedures, donor regulations, the organization's standards, and the country's regulatory framework. S/he is also in charge of the regular maintenance of accounts, including account closing, monitoring of payables and receivables, identification of fixed assets, and archiving of supporting documents.

The Finance Officer contributes to effective and transparent financial management by maintaining accurate financial records and supporting budget planning and monitoring. S/he ensures that financial procedures are consistently applied throughout the programme and provides training or refresher sessions to budget holders, as needed.

### **Missions / Responsibilities**

#### **Mission 1 : Strategy and steering**

- Implements and monitors the actions plans for HI's financial strategy within his or her area of responsibility.
- Updates financial information and monitors financial indicators within his or her area of responsibility.
- Monitors and reports to his or her line manager and functional manager on the financial risks of which he or she is aware and contributes towards their mitigation.
- Helps to identify financial and legal risks for HI within his or her area of responsibility.

#### **Mission 2 : Standards and expertise**

- Deploys all of HI's financial policies, processes and tools within his or her area of responsibility.
- Ensures that HI's legal obligations are met and produces the required financial documents.
- Reports any changes in standards, case law or in the practices of other stakeholders in the financial field of which he/she is aware.
- Complies with the General Data Protection Regulation (GDPR).
- Implements and complies with procedure for archiving financial documents and publishes and updates financial documents in the dedicated workspaces.
- Contributes to internal control within his or her area of responsibility and applies identified corrective actions.

#### **Mission 3: Operational implementation**

##### **Responsibility1: Contributes to financial and budget management**

- Participates in the construction and adjustment of budgets with the budget holders.
- Provides budget holders with regular budget monitoring reports and assists them in the use of tools.

- Produces and updates resource allocation tables (human, logistical, etc.) and communicates them to the departments concerned.
- Integrates budget adjustments into the budget monitoring tools and enters cost-accounting modifications into the Financial Information System (FIS).
- Contributes towards optimising the use of HI's own funds.
- Adheres to the deadlines in HI's financial calendar.
- Consolidate cash flow needs within his or her area of responsibility.
- Prepares responses to questions from internal and statutory auditors.
- Ensure all financial transactions are correctly coded and recorded.
- Assist with monthly and annual account closing.
- Monitor and manage cash flow to ensure sufficient availability of funds.
- Conduct regular cash counts and perform bank reconciliations.
- Ensure proper documentation and filing of all cash and bank transactions.
- Disburse and receive cash through designated cash boxes and record all movements in the cash ledger.
- Issue advances, record them in the advance ledger, and ensure timely clearance.
- Regularly verify cashbox balances against the cash ledger and advance ledger.
- Monitor cash availability in the cash boxes and promptly alert the Treasurer in case of potential shortages.
- Prepare cheques and bank transfer orders, submit them to the authorized signatories, and retain copies for records.
- Track the availability of cheque books and request replacements when necessary.
- Strictly follow security and safekeeping procedures; immediately report any incidents to the supervisor.
- Perform cash inventories and inform the accountant of any outstanding advances at the close of accounts.
- Manage daily financial statements (Excel files exported from Navision) for both cash and bank books.
- Liaise with the bank and withdraw cash as required for project implementation.

**Responsibility2: Contributes to the financial management of institutional funding in compliance with “donor” guidelines and contractual obligations**

- Assists with the drafting of funding proposals for institutional donors; compiles multi-programme proposals when the programme is lead.
- Optimises funding schedules (coverage of office and support costs) in the drafting or revision of institutional funding proposals.
- Ensures that donor obligations are realistic and compatible with HI procedures (payment dates and methods and financial reports, methods for justifying expenditure, exchange rates, audits, etc.)
- Informs budget holders of institutional donors' financial rules and verifies their application.
- Verifies funding expenditure monitoring and provides budget holders with donor budget monitoring reports. He or she monitors consumption rates, issues alerts in the event of a risk of non-compliance with flexibility rules and anticipates slippage by preparing contractual amendments with his or her interlocutors.
- Produces financial reports for institutional donors in conformity with donor guidelines.
- Prepares payment requests for donors and informs his or her line-manager in the event of a (possible) delay in payments.
- Enters information concerning donor contracts into the FIS: donor budgets, cost-accounting and budget modifications, schedules, reports, etc.

- Prepares responses to questions from internal and donor auditors.
- Archives the budgets and financial reports shared with institutional donors (with an internal and external version) in the dedicated storage spaces.

### **Responsibility3: Contributes to the quality of partners' financial information**

- Produces an analysis of partners' capacities in the financial field (e.g. budget monitoring tools) and, based on this analysis, builds a capacity-building plan for these partners.
- Checks the supporting documents provided by partners and the accuracy and conformity of their accounts
- before validating payment requests.
- If needed, assists partner(s) in their budget development and adjustment.
- Support the Project Manager in the regular monitoring of the partner(s) budget follow-up and in the actions to be taken in case of drift.
- Enters any cost-accounting changes & budget modifications related to partnerships into the Financial Information System (FIS).
- Helps partners to organise themselves to meet the deadlines in the financial calendar.

### **Mission 4 : Profession facilitation**

- Contributes towards the facilitation of the profession's development in his or her area of responsibility.

### **Mission 5 : Emergency preparedness and response**

- Contributes to the program's emergency preparedness actions and, during an emergency, adapts his/her work modality to contribute to HI's effective humanitarian response.

**It is expected that the position holder will perform any other duties as required by the Line Manager that are commensurate with the position.**

***Due to the developing and volatile situation in Myanmar and emergency nature of the programmatic response, the position holder's responsibilities may evolve as per programmatic needs.***

<b>Duty Station</b>	<b>: Mandalay</b>
<b>Line Manager of the position holder for</b>	<b>: Finance Manager</b>
<b>Position holder is Line Manager for</b>	<b>: N/A</b>
<b>Position holder is technical referent for</b>	<b>: N/A</b>

### **Required Qualifications**

#### **Qualification:**

- Bachelor's degree in finance, Accounting, Business Administration, or a related field is required.
- appropriate accountancy qualifications holders such as ACCC, CPA or LCCI (III) would be more preferable.

#### **Experience:**

- A minimum of 3 years of relevant experience in Finance or Accounting is required . Preferably with international INGO or NGO or non-profit organization.
- Good understanding of bookkeeping, accounting principles and financial management practices is required.
- Strong knowledge of accounting principles, financial reporting, and budgeting processes is an advantage.

- Proficiency in financial software and Microsoft Office Suite, particularly Advanced level on Excel (ability to develop complex formulas) is preferable.
- Good knowledge of standard accounting principles
- Familiarity with Donor and Implementing Partner financial reporting is an asset.
- Experience working in multidisciplinary context is an advantage.

#### **Languages Skill:**

- Good level in English and Myanmar languages, both in written and Oral is required.

#### **HI SALARY RANGE SOCIAL BENEFITS:**

Approximate Basic Salary: **(2,503,900MMK to 2,994,390 MMK)**

Social and Other benefits: HI Medical Reimbursement, 13 months bonus, Seniority bonus, Public Holidays, Leave benefits (Annual leave, Sick leave, Maternity leave, Paternity leave), Monthly Medical Allowance + Travel allowance, Communication allowance per month.

**HI is committed to protecting children and vulnerable adults from harm. All staffs are expected to comply with the child Protection and PSEA Policies. Applicants for this position will be assessed regarding their suitability to work with children and vulnerable adults.**

“HI is committed to maintaining a Non-Discriminatory work environment that values diversity and inclusion and offer Equal Opportunity for any employee or candidate regardless of race, colour, religion, sex, age, and disability, history of incarceration, marital status, sexual orientation, gender identity or expression. Qualified women are strongly encouraged to apply for this position.

The successful candidate will be required to complete a self-declaration form to help verify their suitability to work with children.

Send applications to: [recruitment@myanmar.hi.org](mailto:recruitment@myanmar.hi.org) (CV + cover letter).

Please write: “**VA: 2025-HI-013\_Finance Officer\_ Mandalay**” in subject.

Deadline for the submission: **3<sup>rd</sup> May 2025 (5:00 PM) MMT.**

**Only shortlisted applicant will be contacted for a written test and interview. Qualified applicants may be contacted on a rolling basis before the closing date, it is encouraged to apply early. After closing date, applications are not considered.**

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HI is an organization that takes a Zero Tolerance stance on sexual exploitation, abuse, harassment and intimidation, fraud and corruption. The selected candidate must agree to adhere to and respect these policies which are available on this link: <https://hi.org/en/institutional-policies>

HI has also set up a rigorous, transparent and inclusive mechanism for the escalation and management of complaints. Any report can be sent confidentially and securely to this email <https://secure.ethicspoint.eu/domain/media/en/gui/105781/index.html>.