

VACANCY ANNOUNCEMENT (Tdh-051-2025)

Position	: Senior Finance Officer
No. of position	: (1) position
Location	: Based in Yangon
Duration	: One Year (Possible extension based on fund available)
Supervisor	: Finance Manager

Terre des hommes (Tdh) is the leading Swiss child rights organization. Since 1960, Tdh stands together with children to uphold their rights, protect their lives and improve their well-being with a focus on those most exposed to risks. Tdh is making a positive impact in children's lives through innovative programmes focused on health, migration and access to justice. Active in more than 30 countries, Tdh works with its own teams and/or local and international partners. In 2023, Tdh supported 2.1 million children and members of their communities, and trained people who in turn supported a further 3 million people.

For more detailed information, please visit our website at:

<https://www.tdh.org/en> and <https://www.tdh.org/en/digital-library/documents/two-pager-myanmar>

Overview:

This position is responsible for leading and directing all financial and management accounts of Tdh, financial planning, costs and budgets and financial reporting to ensure that all financial transactions are accountable and is available to support senior management decision making and is strictly compliant with Tdh, donor and local rules and regulations.

The senior finance officer will also manage day to day financial and accounting operations, adhering to accounting and reporting policies and other compliance procedures of Tdh and is responsible for all day-to-day financial and accounting operations including accurate and timely reporting, cash requests, Saga Finance System maintenance and handling external and internal audits as well as compliance with statutory accounting regulations.

The senior finance officer will lead the Tdh-L finance staff in a manner that is constructive, participatory and respectful of staff.

S/he is the direct interface between the delegation and field as regards financial reporting. In her/his capacity of Foundation representative, the senior officer reports to the Finance Manager and provides multi-base, and/or multi-partner supervision and follow-up for the projects.

MAIN RESPONSIBILITIES:

1. Strategy and Policy

- Participate in the overall discussions regarding the Finance policy and strategy in collaboration with the Finance manager.
- Monitor adherence to financial policies, internal controls, and donor requirements.

2. Personnel Management/Team Management

- Provide day-to-day technical guidance and support to finance officers and assistants.
- Review and verify financial data prepared by junior finance staff.
- Coordinate onboarding, training, and development of new finance staff.
- Support and coach finance team to smooth and effective implementation of financial record keeping and documentation.
- Assist Finance Manager to organize the Finance department by the successful recruitment and implementation of finance and accounting staff with the assistance of HR and CR.
- To ensure staff compliance with the approved financial policies and procedures as well as being up to date of any new accounting and reporting standards.

3. Book keeping and Financial Procedures

- Ensure that proper filing of ALL financial records in the Tdh office are done in a organized and systematic manner.
- Plan and supervise the process of monthly closing of financial period in SAGA and prepare the required reports for HQ and forward for Finance Manager review.
- Prepare monthly bank reconciliation for banks and forward for Finance Manager's review.

4. Finance Management

- To prepare monthly financial reports including expenditures, variances against budget, balance sheet, monthly budget funding tracker and circulate to relevant Manager.
- To prepare and supervise the General Ledger accounting work to ensure that all revenues and costs are correctly allocated and monitored. This will include the preparation of regular reconciliations of accounts and its subsequent reporting.
- Coordinate with relevant teams to ensure complete and accurate documentation for financial audits and support audit processes.
- Ensure the timely submission of high-quality financial reports to Head office, donors and internal stakeholders.
- Assist the Finance Manager in the timely submission of fund request to Head office and donors.
- Monitor and review financial transactions to ensure compliance with policies and donor regulations.
- Support month-end and year-end closing procedures.
- Assist in managing cash flow and bank reconciliations.
- Ensure proper documentation and filing of financial records.
- Support internal and external audits, including preparation of required documentation.
- Identify process improvements and assist in implementation of best practices in financial management.
- Liaise with other departments to provide financial input and support decision-making.

5. Grant Management

- Prepare and review the financial report prepared by partners as per the requirement of donor before the submission to the relevant donor.
- Lead regular financial review meetings (BFU), provide analysis on burn rates and variances, and communicate suggested actions and follow-ups to Budget Holders.

- Prepare donor financial reports, ensure compliance with donor requirements, and maintain high quality and timely submission.
- Serve as a focal point for specific grants or projects, ensuring sound financial administration.

6.Values

- In his/her professional activities, adhere to the values of Tdh: commitment, ambition, respect and courage.

7. Child Safeguarding Policy and Operational Risk Management

- Comply with the Global Code of Conduct and Child Safeguarding Policy of Tdh.
- Report any observed breaches of this policy during professional activities, including proven or suspected offenses and preventive breaches.
- Commit to other Risk Management Policies, including the Safety and Security Plan, Anti-Fraud Policy, and Whistleblowing Policy.
- Ensure the best possible implementation of Terre des hommes-Lausanne risk management policies in Myanmar.
- Inform the line supervisor and focal persons and address any cases, allegations, or potential transgressions of Tdh Risk Management Policies.

8. Other Duties

- Undertake such additional tasks as may be required, especially when urgent action is required to respond to emergencies or to requests from delegation level, regional or HQ level or donors.
- Respect and implement this job description which may be amended by consent of Country Representative in order to reflect and correspond to future changes and developments in the Tdh-L country programme.

Requirements:

- Bachelor's degree in finance, Accounting, or a related field (Master's or CPA/ACCA preferred).
- Minimum 5 years of relevant experience in finance, with at least 2 years in a supervisory role.
- Experience working with NGOs or donor-funded projects is highly desirable.
- Proficient in accounting software (e.g., SAGA, QuickBooks, SUN, or similar).
- Strong understanding of financial regulations and donor compliance.
- Professional working language in English and Myanmar.
- Sound knowledge of Myanmar applicable laws (especially fiscal and accounting)
- Proven ability to work independently and as part of a team.
- Excellent attention to detail and analytical skills.
- Ability to work effectively and strategically with Tdh team and implementing partner organizations.
- Strong leadership, mentoring, and communication abilities.
- High level of integrity and commitment to financial transparency.
- Computer literate, preferably with knowledge on financial management.



Tdh-L is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender. Women, LGBTQI and People with disability are also encouraged to apply.

How to Apply and Submission of Expression of Interest: Please send: (1) a cover letter indicating your motivation **AND** salary expectation: (2) a current resume (CV) with contact information of **three** professional references (your two former work supervisors and one of HR Manager) to Human Resources Department through <https://ee-eu.kobotoolbox.org/single/FbcUslbL> no later than **by 5:00 pm on July 2, 2025**. Only shortlisted candidates will be contacted.