

Vacancy Announcement

Welthungerhilfe is one of the largest private aid organizations in Germany; it is politically independent and non-denominational. Welthungerhilfe (WHH) is dedicated to fighting for a world without hunger. Since it was founded on December 14, 1962, 12,128 overseas projects in about 72 countries have been supported with 5.07 billion euros.

Welthungerhilfe follows the principle of empowering people to help themselves to sustainably improve their living conditions, offering everything from fast disaster relief to reconstruction and long-term development cooperation projects with national and international partner organizations. In close collaboration with local partners, we enable people to break out of hunger and poverty sustainably, with measurable impact, and with integrity and accountability.

WHH pursues a dual mandate to ensure our actions meet the needs of our target groups: providing programs for short-term disaster relief as well as long-term development. To achieve [sustainable food and nutrition security](#) among the most vulnerable, these programs link our key focus areas interrelated with hunger – [agriculture and environment](#); [water, sanitation and hygiene](#) (WASH); [economic development](#); [humanitarian assistance](#); [climate change](#); and [civil society and advocacy](#). [Innovation](#) helps to scale the impact.

We are currently looking for one Finance Officer for the Myanmar Country Programme. The position will be based in Meiktila and requires frequent travel to project locations.

Job Description: Finance Officer (SG 06)

I. Job Details

Department: Programmes

Country / Location: Meiktila (frequent field visits required)

FundsPro Cost Allocation: SEEDS (Strengthening Economic and Environmental Development for Climate Sustainability)

Job Name: Finance Officer (m/f/d)

Title of Job Holder: Finance Officer

Salary Group: SG 06

Immediate Superior (in disciplinary matters): Head of Project

Subordinate Position(s): None

No. of position: 1

Representation: To be decided on relevant occasions

Is represented by: To be decided in case of absence

Contract Period: 1 year contract with possible extension

Project Duration: 44 months

Technical Focus: Financial management, accounting, budgeting, financial reporting, cash management and financial compliance.

II. Objectives, Duties, Areas of Responsibility

1. Objectives of the position

The objective is to implement existing financial management standards in the programmes and projects efficiently and promptly, thereby making a significant contribution towards the success of the programme work.

This involves:

- ensuring that the projects' / project's financial administrative processes at the project location are auditable and efficient and carrying out financial administrative controls at project level;
- supporting the Head of Project perform his/her supervisory duties within the framework of project administration
- if necessary, instructing and supporting project partner organisations (PPO) in matters relating to financial management so that they fulfil their contractual obligations towards Welthungerhilfe and co-financers in accordance with the partner contract and in an auditable manner.

2. Duties and area of responsibility

2.1. Duties with own area of responsibility

The main focuses of areas of responsibility are based on Welthungerhilfe's valid rules and standards and project administrative process descriptions and progress reports.

The Finance Officer of the project is responsible for:

- Ensuring that project funds are correctly managed according to the specifications of Welthungerhilfe and co-financers.
This includes: liquidity planning of project, fund requests, bank transactions, bookkeeping, preparing of end-of-month accounts and of prompt financial reports / the financial part of reports on expenditure of funds in cooperation with Head of Finance in Country Office
- Ensuring that documentation of data, account assignment and bookkeeping entries are carried out correctly in bookkeeping Software
- Ensuring costs are cleared internally within a project or between projects (correct allocation of costs)
- Preparing documentation that Head of Project and/or PPO can assume budgetary responsibility (expenditure and budget control)

- Preparing annual account documents in cooperation with Head of Project and Head of Finance in Country Office
- Preparation of refunds/returns/final fund requests to donors
- Instructing, advising and supervising of local administrative staff
- Making purchases and awarding of contracts according to valid regulations (of Welthungerhilfe and co-financers)
- Monitoring and correctly processing relief supplies and other equipment, particularly in terms of compliance with import regulations, monitoring inventory accounting, physical inventory inspections
- Correctly managing project inventory and vehicle fleet
- If applicable: Supporting PO implement project according to co-financing agreement and Welthungerhilfe standards

2.2 Duties without own area of responsibility

- Supporting Head of Project prepare or revise project / co-financing budget in terms of formal correctness
- Regularly informing Head of Project about the project's financial status
- Supporting the Head of Project with the liquidity planning of the project
- Checking of national law and the relevance for Welthungerhilfe
- Ensuring correct personnel management within the project. This involves in particular: preparing and monitoring contractual standards for local staff
- Preparing visits (journalists, staff from head office, representatives of co-financers, etc.) and supervising visitors
- Fulfillment of any other tasks which are assigned by the management and correspond in general with the character of this position

2.3 Specific activities and duties of the position / Position specific qualifications

- Ensure the cash management by being responsible of the cash-boxes: guarantee that the money is disbursed and/or the advances given according to the rules, and from the right cashboxes and allocated on the relevant project(s)
- Regular cash reconciliation (ensuring that physical cash balances are matching cashbook records)
- Do the follow-up of the advances given
- Participate, if need, to the major payments which have to be done in the field
- Collect the relevant supportive documents in regard to the expenses/ purchases/ payments done in the field
- Daily register of vouchers in the internal archiving system and prepare vouchers for booking
- Ensure due payments for all items and services (after approval) and advances

III. Job requirements

1. Knowledge/ Qualifications

Professional/ formal qualification

Commercial training with additional qualification and several years' professional experience

1.2 Job-related professional experience

2 to 5 years' professional experience working in relevant field

1.3 Foreign language skills

Ability to communicate in a world English

1.4. Miscellaneous

Coordination and organisation

Financial processing of projects

2. Social skills

2.1 Social skills

Communicates and liaises with others

2.2 Capacity for teamwork

Ability to work in a team

2.3 Intercultural competence

Motivated and willing to take the initiative (determination)

Competent in intercultural communication

Good negotiating skills

3. Disciplinary Leadership of staff

None

4. Responsibility

Activity based on instructions, scope of action within the assignment

Please send your application by email to:

 hr.mmr@welthungerhilfe.de

 Application deadline: 18 October (Sunday) COB

Please note that only shortlisted candidates will be contacted for an interview. Welthungerhilfe is an equal opportunity employer and encourages applications from qualified individuals, regardless of gender, ethnicity, or background.

Applications will be reviewed on a rolling basis, and interviews will be conducted accordingly.