JOB ANNOUNCEMENT
CARE International in Myanmar

Date: 6th February 2020

CARE International is one of the world’s largest independent development and humanitarian organizations dedicated to ending poverty and injustice. CARE’s vision is a world of hope, tolerance and social injustice, where poverty has been overcome and all people live in dignity and security. Since 1995, CARE International in Myanmar (CARE Myanmar) has worked in partnership with remote, rural, conflict-affected and urban communities, government and non-government actors to reach those affected by humanitarian crisis and living in extreme vulnerabilities through a non-religious and non-partisan approach.

Putting women and girls at the centre of our work, whilst equally focusing on engaging men and boys, CARE Myanmar’s 15-year Long-Term Programs focus on achieving lasting change for women and girls in urban areas; and women and girls in remote, rural and conflict-affected areas. CARE International Myanmar is currently working with around 200 staff currently operating from 8 field offices across Myanmar, supported by our main office in Yangon.

CARE International in Myanmar is implementing the Generating Rubber Opportunities (GRO) Myanmar project. GRO intends to develop a more resilient, competitive, environmentally sensitive and inclusive rubber economy in southeast Myanmar through engaging with the public and private market actors, policy makers, international and national think tanks and other relevant stakeholders. The project also focuses on Women’s Economic Empowerment and environmental sustainability.

CARE International in Myanmar is looking for a suitable candidate for the following position:

Finance Officer (1) Position _ National
Basic Salary + 13th Month Annual Bonus + 14th Month Salary + other Benefits

Grade: C
Duty station: Dawei
Supervisor: Senior Finance Officer

Purpose of the Role
The purpose of the Finance Officer (FO) is to maintain financial systems to ensure the integrity of CARE Myanmar’s funds and other assets. The FO is responsible for the day to day cash operation, banking process and data entry of vouchers to record all transactions. In addition, the FO will ensure all financial procedures and current financial practices are in compliance with CARE International Country Office Financial Manual (COFM) and the Country Office Logistics and Administration Manual (COLAM).
FO is expected to be a Human Resources (HR) focal in the field and ensure that all staff are compliant with CARE Myanmar HR policy manual and practices. This position is responsible for supervising guards and cleaners.

MAIN RESPONSIBILITIES

CASH AND BANK OPERATION
• Ensure that weekly/monthly financial reports (SUN), monthly cash projection and accounting documents are submitted in a timely manner;
• Maintain and record (Cash/Bank SUN) in local currency on day to day operations and ensure records are accurate/update and properly kept;
• Ensure all cash and cheque payment vouchers are coded correctly, proper approval obtained, all relevant documents are attached and deface with paid stamp;
• Prepare cash advance tracker and circulate to all staff on a weekly basis;
• Enter approved expense reports in to cash book journal;
• To conduct daily cash count, weekly cash reconciliation and ensure all cash advances are acquitted according to CARE’s financial procedures and follow up on outstanding advances and payments;
• Manage banking process in close consultation with Country Office finance team;
• Prepare accruals of suppliers’ invoices at year end or project end;
• Ensure that the funds are received by the beneficiaries on a timely manner;
• Ensure systematic filing system for Cash and Bank supporting documents in sequential order and all files are place in the secure place (to avoid unauthorised access of documents);
• Provide support to Field Office Coordinator in budget/costed work plan preparation and monitoring of expenditures reports;
• Provide documentation to both internal and external auditors as required; and
• Assist all staff in understanding and completing cash and bank procedures.

HUMAN RESOURCES
• Work collaboratively with HR to ensure that all staff comply CARE Myanmar HR policies and practices and provide relevant reports to Line Manager and Country Office where appropriate;
• Provide support in recruitment and selection process; and annual planning and performance appraisal process in the field office;
• In close consultation with Country Office HR team, ensure that respective revenue department is communicated and employees’ income tax are paid timely; and
• Ensure for timely submission of Leave forms, APPA forms and timesheet to Country Office.

TEAM SUPERVISION
• Support a culture of constant learning by playing an active role in capacity building, coaching and mentoring the team; and
• Coordinate the team to ensure that performance indicators are developed, monitored and achieved.

COMMON ACCOUNTABILITIES FOR CARE MYANMAR STAFF:
To proactively manage in the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities as ways of improving performance and outcomes;

- Engage in emergency preparedness, assist in any emergency response as required;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures;
- Demonstrate an ongoing commitment to Gender Equality, Diversity, Child Protection and Protection from Sexual harassment, Exploitation and Abuse; and
- Comply with CARE Myanmar’s financial and operational requirements, foster strong communication between operations and program teams and uphold high standards of honesty and integrity in personal conduct.

EXPERIENCE AND QUALIFICATIONS:

- Minimum diploma in finance or accounting and/or LCCI Level 3 or relevant accounting qualification/experience in a related field and/or minimum 2 years relevant work experience;
- Minimum 2 years’ experience in managing large cash balances including banking transactions and system;
- Proven experience in writing good financial reports and maintaining accurate records;
- A willingness to learn about CARE, gender equality and women’s empowerment activities;
- Good interpersonal, planning, problem solving, decision making and organisational skills;
- Minimum good oral and written communication skills in both Myanmar and good English language skills;
- Good in Microsoft Office with knowledge in Microsoft Word and Excel and intermediate numeric skills (knowledge of SUN systems an advantage); and
- A willingness to work within a multidisciplinary team and experience in collaborative approaches to work.

To apply for this rewarding position please send a cover letter stating against the selection criteria maximum 2 sentences for each selection criteria, along with a current C.V., with a minimum of two professional references, one of which must be from the most recent line manager and copies of testimonials to the address below not later than 20th February 2020. Only successful candidate will be contacted for interview.

Human Resources Department
CARE International in Myanmar
No. 3, Mya Sabai Street, Parami Yeikthar,
Yankin Township, Yangon, Myanmar.
Email: MMR.Recruitment1@careint.org

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.
CARE is committed to Child Protection and Protection from Sexual Exploitation and Abuse, applicants are advised that appointment will be subject to appropriate background checks and screening.

**Note:**
- Application will not be successful if applied position is not mentioned correctly.
- For internal candidates: Applicants should inform the respective line managers at the time of application.