

## VACANCY ANNOUNCEMENT

### Assistant Admin & Finance Officer - Yangon (1 post)

1<sup>st</sup> December 2020

### **Deadline: 10<sup>th</sup> December 2020**

NYEIN CHAN METTA (*R/P-M*) is Myanmar's first full-fledged representative and action-oriented interreligious body for reconciliation, peace and development that brings together all of the major religious institutions of Myanmar at the national level and capitalizes on each organization's ability to mobilize its existing infrastructure of thousands of local congregations. It offers a platform for religious leaders on joint advocacy, coordinated program response and training, mobilization of local communities around issues of public concern and for channeling resources through local congregations and other faith groups. *R/P-M* is an affiliate of *Religions for Peace (R/P)*. *R/P* is the world's largest and most representative multi-religious coalition advancing common action among the religious communities for peace, with headquarters in New York and regional and national affiliates in over 93 countries.

*R/P-M* is seeking an experienced professional for the position of Assistant Admin & Finance Officer based in Yangon. The Assistant Admin & Finance Officer will be responsible to assist Admin and Finance Officer and Admin & Finance Manager for entire financial management of the project implemented by *R/P-M*.

### **Responsibilities**

- Finalize Monthly Expense Reports, including verification of receipts, and reconciliation of cash and bank transactions
- maintain proper filing and record keeping system within the accounts department, enabling efficient tracking of information at any time
- Provide and coordinate logistical support for the implementation of activities and projects, including travel, accommodation, etc.
- management of petty cash, payment of bills, maintenance of office equipment and supplies;
- Prepare the transaction posting of accounting data in a timely manner and supervise for the cash book's transaction
- Maintain inventory of all fixed assets, including assets purchased with organizational funds assuring all are in accordance with procurement policies
- Assist in the cash counts every Friday and at the end of each month;
- Other duties as necessary.

### Required Qualifications and Experience

- A minimum of bachelor's degree with work experiences in Non-governmental Organizations
- A minimum of Three years of professional work experience in financial management
- Financial management experiences using Financial software
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationship with people of all religious and ethnic backgrounds
- Ability to produce accurate and good financial report to submit respective senior leaders/ donor organizations.
- Good writing skills in English and Myanmar languages required.
- Willingness to travel to project areas and engage with diverse religious and ethnic groups.
- Proficiency in computer application – Microsoft Office Word, Excel and PowerPoint.

### Behavioral Expectation

- Model behavior that reflects a commitment to initiating and satisfactorily completing all tasks within agreed expectations.
- Model behavior that reflects positive organizational values and a holistic, participatory, sustainable approach to development, and behavior that is sensitive to local conditions and culture and the expectations of local leaders.
- Model behavior that facilitates the inclusion of marginalized members of the community in program activities.
- Assure actions are sensitive to the concerns of various parties, trying to develop trust and a long-term perspective where possible.
- Model scrupulous honesty and careful stewardship of financial and other resources.
- Commitment to learn. Open to change and to try new things. Demonstrated initiative, creativity and self-motivation. Demonstrated commitment to ongoing personal development.
- Service to clients and other members of the team and help others to learn and grow. Able to consider other's needs and points of view as well as their own. But can be firm when needed.

### Application Instructions

Please send **cover letter, recent CV with passport size photo, and any expected salary** requirements preferably in English to [office@rfpmm.org](mailto:office@rfpmm.org) . CC to: [secretarygeneral@rfpmm.org](mailto:secretarygeneral@rfpmm.org) ; [aandfmanager.rfp.m@gmail.com](mailto:aandfmanager.rfp.m@gmail.com) Three referees should be included in the resume.

### Notes:

- Please indicate "**Applying for Assistant Admin & Finance Officer**" in email subject.
- PLEASE DO NOT send/attach academic certificates.
- Applications are requested to be sent in Microsoft word or PDF format only.
- Only suitable candidates will be contacted.