

VACANCY ANNOUNCEMENT

Admin & Finance Officer - Yangon (1 post)

1st December 2020

Deadline: 10th 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 (RFP)*. *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 a highly experienced professional for the position of Admin & Finance Officer based in Yangon. The Admin & Finance Officer will be responsible for assisting the Admin & Finance Manager for the entire financial management of the project implemented by *R/P-M* and office management.

Responsibilities

- Supervise and maintain financial records and financial system for the organization, which conforms with the accounting standard and practices of Myanmar;
- Adhere to budgetary control measures and ensure proper control of budget lines;
- Participate in the development of new project budgets and required budget revisions;
- Prepare financial reports to donors;
- Facilitate cash counts every Friday and at the end of each month;
- Monitor actual costs against budgeted costs and provide management with reports on a monthly basis;
- Assist the Finance Manager in the statutory audit and audit of financial report to donors and share a periodical report on audit observations and queries and action taken on them to the Management team;
- Creating financial plans and cash flow forecasts;
- Advising on and dealing with tax issues, ensuring compliance with tax legislation;
- Maintain financial and payroll information systems;
- Other duties as necessary.

Required Qualifications and Experience

- A minimum of Bachelor degree with work experiences in Non-governmental Organizations
- A minimum of four years of professional work experience in financial management
- Proficiency in using financial software
- Demonstrated ability to work in a multi-cultural environment and establish a harmonious and effective working relationship with people of all religious and ethnic backgrounds
- Ability to produce an accurate and good financial report to submit respective senior leaders/ donor organizations
- Excellent writing and analytical skills in English and Myanmar languages are 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 and open to change and to try new things. Demonstrated initiative, creativity, and self-motivation. She/he has 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 it can be firm when needed.

Application Instructions

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

Notes:

- Please indicate "**Applying for Admin & Finance Officer**" in the 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.