



## Vacancy Announcement

Assistant Admin & Finance Officer, Yangon

1 post

19<sup>th</sup> June 2020

### **Deadline: 29<sup>th</sup> June 2020**

#### Background:

Nyein Chan Metta Organization (*Religions for Peace-Myanmar*) (*RfP-M*) is a national interreligious body. 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.

*RfP-M* is seeking an experienced professional for the position of Assistant Admin and Finance Officer. The Assistant Admin and Finance Officer will be responsible to assist Admin and Finance Officer for entire financial management of the project implemented by *RfP-M*.

#### JOB DESCRIPTIONS

- Respect the dignity of the diversity of the multi-religious community.
- Assist Admin and Finance Officer (AFO) for details financial management as the finance regulations process of the project implementation.
- Take overall tasks and maintain all financial matter during the absence of Admin and Finance Officer and to assist her when she resumes work.
- Coordinate and collaborate with RfP-M staff in Yangon and field sites for financial matters
- Maintain project financial files, ensuring complete and proper back-up/audit documentation
- Tracking of project expenses
- Review working advance request sheets from working groups after receiving approval from Secretary General and Program Manager
- Managing of advances and reconciliations with local partners, staff and concerning parties
- Take Weekly and monthly physical cash count and responsible for banking procedures
- Prepare monthly bank reconciliation statements
- Review vouchers for accuracy and validity in compliance with RfP-M policies and procedures
- Assist in answering financial questions from Religions for Peace International (RfP-I)
- Assist with project close out according to donor regulations
- Respond to procurement requests, fill out relevant forms, check budgetary constraints and seek relevant approvals
- Travel to project areas and facilitate on financial related workshop, if required

- Accept other duties which may be assigned by the Secretary General and Program Manager

#### **Required Qualifications and Experience**

- A minimum of Bachelor degree with work experiences in Non-governmental Organizations.
- A minimum of Three years of professional work experience in financial management,
- 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.
- Excellent writing analytical skills in English and Myanmar languages required.
- Willingness to travel to project areas and engage with diverse religious and ethnic groups.
- Financial management experiences using Financial software
- Proficiency in computer application – Microsoft Office Word, Excel and PowerPoint.

#### **Behavioral Expectation**

- Respect and understand religious differences.
- Preserve the identity of each religious community.
- 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 **note that only shortlisted candidates will be contacted**. Shortlisted candidates will be called for written test and oral interview. Written test and oral interview will be conducted in *RfP-M* Office in Yangon.

Please send cover letter, resume, and any expected salary requirements preferably in English to [office@rfpmm.org](mailto:office@rfpmm.org) and [rfp.m.pm@gmail.com](mailto:rfp.m.pm@gmail.com)



[Address: No. 196, 1<sup>st</sup> Floor, Ward 10, Bogyoke Aung San Road, Botathaung Township, Yangon11162, Myanmar]

- Note:** 1. Eligible for Myanmar National only and Submission of application after deadline will NOT be considered.
2. Please indicate clearly for your applied post in email subject. Eg. *“Applied for Assistant Admin&Finance Officer”*