



# Myanmar Red Cross Society

HR-HQ VA No. 082.1 – Finance Officer



Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

## Finance Officer

- No. of Post : 1 Post
- Report to : Senior Finance Officer
- Department : Finance Department
- Duty Station : NayPyiTaw/Yangon
- Grade : D-2
- Benefits : Salary + Insurance + Transportation Allowance + Health Benefit Allowance + Supplementary Allowance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Home Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave

**Application Period : 10-September-2024 to 17-September -2024, 16:30**

### Background of the Department

A critical success factor for the **Finance Department** is to help secure, enhance, and maintain the finance capacity required to attain the overall vision, mission and strategic objectives of Myanmar Red Cross Society.

### Purpose of the Position

The **Finance officer** has a general responsibility to ensure that the funding is properly managed and to assist in the implementing of project activities within the framework of the MRCS policies, regulations and procedures.

### Duties and Responsibilities

#### Planning and Budgeting

1. Assist in the forecasting of monthly, quarterly and annual plan and budget.
2. Prepare and share monthly, quarterly and annual budget utilization of the project within the allocated time.
3. Assist in proper revision of budget in accordance with guidelines and procedures.

#### Checking, Validating and Disbursing

4. Check the monthly or quarterly working advance request with budget.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities' members in our programs"

*Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality*

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5. Arrange for the disbursing and transferring of cash to project and Programme personnel, customer and project townships.
6. Inform cash remittance to the respective personnel of project townships, HQ staff and suppliers.
7. Check and validate the working advance clearance and reimbursed expenses in accordance with the financial procedures and manuals.
8. Check and validate the payment of procurement in accordance with financial procedures and procurement procedures.

## Financial transactions and Reporting

9. Budgeting process in the system.
10. Financial transactions processing in the system.
11. Generate financial reports.

## Reconciliation

12. Reconcile the working advance balance regularly with project townships and HQ staff.
13. Reconcile the working advance balance with IFRC monthly.
14. Submit the monthly reconciliation statement to Deputy Director.

## Finance Development

15. Responsible for the finance development of related project and Programme personnel by cooperating with Finance Development team.

## General

16. Ensure the understanding of financial regulations, procurement procedures, checklists and instructions of MRCS.
17. Coordinate and cooperate with project and programme personnel.
18. Provide the financial advice and assistance to project and programme personnel.
19. Mutual understanding and respect between project, programme staff and finance staff are essential.
20. Perform any other related task assigned by Director and the Department.

## Skills, Competencies and Requirements

- Must be University Graduated with B. Com (or) LCCI III Diploma with any graduate
- At least 2-years professional experience in finance and accounting field
- Experience in preparing monthly, quarterly and annual financial reports
- Computer skill in MS Office and accounting software is an asset

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- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Ability to manage and priorities multiple tasks, take initiative and problem solve
- Able to work well in a team and live in stressful situations
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Understanding of commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- Experience of working for the Red Cross/Red Crescent and Red Cross Volunteers who meet the job requirements are preferred

**\*\*Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:**

Head Office:

Myanmar Red Cross Society  
Razathingaha Road, Dekhinathiri,  
Nay Pyi Taw.

Email: [mrcshrrecruitment@redcross.org.mm](mailto:mrcshrrecruitment@redcross.org.mm) (or)

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

Only short-listed candidates will be contacted for a personal interview.

Branch Office:

Myanmar Red Cross Society  
No. 42, Red Cross Buildings, Strand Road,  
Botahtaung Township, Yangon. (or)

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