



# Myanmar Red Cross Society

HR-VA No.098 – RM Officer (Account & Admin)



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

## Resources Mobilization Officer (Account and Admin)

No. of Post	: 1 Post
Report to	: Head of Department
Department	: Resources Mobilization Department
Project/Program	: Strengthening Resource Mobilization
Duty Station	: Nay Pyi Taw/ Yangon
Grade	: D 2
Benefits	: Salary + Transportation Allowance + Health Benefit Allowance+ Supplementary Allowance+ Insurance + Training + Communication charges + Travelling Allowances + Home Return Leave/ Earned Leave + Casual Leave + Quarantine Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

**Application Period** : 09.09.2024 to 23.09.2024 (16:30)

**Brief Intro About Department or Program:** Resource Mobilization is major task for funds sustainability of Myanmar Red Cross Society that includes organizing countrywide fundraising campaigns, creating incomes for headquarters and income generation initiatives of community based on projects and programs.

**Purpose of the Position:** Resource Mobilization Officer (Account & Admin) is responsible for planning, organizing, and managing administration and financial process of Fundraising and Income Generation activities including monthly and annual income and evaluating the profitability. Maintain and prepare auditable financial records of activities, providing overall administrative support to the department.

### Duties and Responsibilities

1. Ensure RM department's daily finance operations, and in particular cash transfer / advance and deposits between Resource Mobilization and Finance/ other Departments in an efficient and timely manner.
2. Manage office supplies and organizing maintaining filing systems.
3. Issue and reconcile working advances, per diems and travel cost for RM staff.

"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*

MRCS-IFRC, AURC, DRC- RM Officer for RM Dept (9.9.24)



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4. Prepare regular reports on monthly working advance claim, expenses and office budgets in time.
5. Submit monthly financial report to Supervisor in timely manner.
6. Carry out month/year end closing procedures and submit to Department.
7. Review monthly financial reports including eligibility of expenses, prior approvals and Compliance with training agreements, and other policies and procedures.
8. Analyse profits and losses of room, training and meeting room rental.
9. Support on assistance provided to internal and external auditors.
10. Responsible for overall administrative tasks ranging from facilitating meeting invitations to regular reporting.
11. Update financial database of Fundraising and Income Generation activities.
12. Collaborate with team for fundraising events and activities.
13. Manage the follow Up of financial operations with Finance department and clients.
14. Outline and draw the budget, expenditure, facts and figures through various financial tools.
15. Assist in Corporate Social Responsibility and organizing fundraising.
16. Undertake duties and responsibilities assigned by Head of Department/ Director.
17. Maintain efficient and professional working relationships and communication channels

### Skills, Competencies and Requirements

- **Must be University Degree Graduated with diploma or certificate in Financial management or Accounting**
- Any Diploma or Certificate in Accounting or equivalent LCCI Level 2 is preferred
- Two years of working experience in administrative and financial setting
- One Year of working experience for a humanitarian aid organization in financial management
- Good budgeting skills and strong commitment in work
- Proficient in MS Office and Access and financial application software packages
- Knowledge of basic finance procedures (payments, receipts, working advances, bank reconciliation, etc
- Ability to work under pressure and with tight deadlines
- Good Interpersonal, communication skill and team work
- Strong Skills in general administration, oral and written communication

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- Good communication skills in both Myanmar and English
- Ability for follow Red Cross (7) Fundamental Principle, 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/ Crescent is 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)

Yangon Office:

Red Cross Building  
No.42, Strand Road, Bohtaung Township,  
Yangon

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.

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