



Myanmar Red Cross Society

HR-HQ VA No. 125 – Finance Development 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 Development Officer

No. of Post	: 1 Post
Report to	: Senior Finance Development Officer
Department	: Finance Department
Duty Station	: Nay Pyi Taw/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 Deadline : 05-November-2024, 16:30

Background of 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

Finance Development Officer has 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 and in accordance with MRCS Strategic Plan.

Duties and Responsibilities

Planning and Budgeting

1. To assist in the preparation of Finance Development Plan of Action.
2. To assist in the preparation of FD Budget.
3. To collect Project Agreements of all Projects and Programs in MRCS and to prepare Master file.

Training

4. To assist in the preparation of Training Materials (Power points, Hand books, etc.)

"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-ICRC/Finance Development Officer for NayPyiTaw/Yangon/Finance Department (29/10/2024)



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5. To collect the recommendations and suggestions from (4) Sections (Budgeting, Treasury, Grants and Compliance and Accounting) to be included in the preparation of Training Materials.
6. To conduct Procedures Training for Finance and Non- Finance Personnel with the guidance of Senior Finance Development Officer.

Bookkeeping Trainings for Branches

7. To assist in the preparation of Training Materials (Questions, Power points, Hand books,).
8. To prepare necessary documents.

Checking financial reports from branches

9. To contact with branches to send financial reports to HQ.
10. To check financial reports from branches.
11. To contact with branches for the necessary discussions and clarifications.
12. Technical support to branches.

General

13. Ensure the understanding of financial regulations, procurement procedures, checklists and instructions of MRCS.
14. To assist in the Financial Management Process of Projects and Programs when it is necessary.
15. Perform any task allocated by Deputy Director.

Skills, Competencies and Requirements

- **Must be University graduated**
- B. Com (or) LCCI Level III are preferred
- At least 2-years professional experience in finance and accounting field
- Computer skill in MS Office and accounting software is an asset
- Experience in preparing monthly, quarterly and annual financial reports
- Effective English Language skills
- 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 is preferred
- **Red Cross Volunteers and females are encouraged to apply**

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****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.

Branch Office:

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

Email: mrcshrrecruitment@redcross.org.mm (or)

For more information and application, please visit to the www.redcross.org.mm

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

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