



# Myanmar Red Cross Society

## Job Description

Position Title:	<b>DISASTER RISK REDUCTION (DRR) FINANCE OFFICER</b>
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No of position: 1 position

Appointment: 1 year contract with possible extension, subject to regular performance appraisals and funding availability

Job location: Yangon, MRCS HQ, Finance Department

Remuneration: Indicative salary 350 FEC per month

Reports to: Myanmar Red-Cross Society (MRCS) Finance Head of Division

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### **Purpose of this position:**

The MRCS/FRC DRR Finance and Accounting Officer will be in charge of all MRCS/FRC joint procedures and tasks related to administration, accounting and finance for Yangon and to support the MRCS/FRC DRR field teams implementing the DRR Coastal Areas Program.

In addition to the support of the DRR implementation activities of the DRR field teams, the MRCS/FRC DRR Finance and Accounting Officer will also perform administration and accounting training defined with the FRC Administrative Coordinator, according to his/her competencies, his/her own training and as requested by the Field Team Manager, FRC DRR Coordinator and/or Administration /Finance/Log Trainers (field teams)

The MRCS/FRC DRR Finance Officer will also be responsible for additional tasks related to other MRCS/FRC programs, as requested, and will ensure good communication between both partners for all financial issues.

With MRCS Finance HoD approval, He/she will work closely with the FRC Administrative Coordinator, FRC Finance Officer and FRC DRR Administration Assistant.

### **Main Responsibilities and Tasks**

#### **Objective 1: MRCS HQ office cash management**

According to the MRCS/FRC Specific Agreement, Annex 5: *MRCS DRR financial management guidelines*, and using appropriate forms:

Prepare working advance requests for the capital and check working advance requests from the Field teams

Consolidate working advance requests and submit them in time for approval

Manage the advance cash and update the cash ledger

According to ledger, maintain the security amount in the safe at HQ level, and in the bank

Inform MRCS and FRC in case of cash shortage and participate in problem solving

Ensure consistency between the ledger, documents and cash on hand every week and once a month with signature of HoD (Finance).

Close the cash account every month (counting, printing) in Excel spreadsheet

Carry out the double filing of accounting vouchers on a monthly basis

Prepare and consolidate monthly reporting for FRC

Ensure monthly report and WA documents filling at MRCS finance department level

Prepare and submit to FRC the monthly salary statement , receive cash in FEC and pay monthly salaries according to Human Resources information and to the MRCS/FRC Specific Agreement, Annex 4: *HR Guidelines MRCS DRR*

Check and reimburse medical expenses according to the MRCS/FRC Specific Agreement, Annex 4: *HR Guidelines MRCS DRR*

Follow-up on DRR logistics activities, e.g. check rental contract terms (house, phone, suppliers, etc.) before payment and make payment with appropriate FRC forms

Inform the Logistics Department of procedures and schedule for advances, purchasing procedures, and of data requirements for invoices

Issue advances to the logistics for purchases and follow logistic advances settlement;

Check invoices (format, purchase voucher validity) before payment and make payments

Code and translate invoices into English and apply them to the corresponding analytic budget code

After receiving training on FRC accountancy software (saga), enter monthly cash movements from cash book in local currency and submit saga files to Administrative Coordinator on time.

### **Objective 2: MRCS HQ office bank management**

According to the MRCS/FRC Specific Agreement, Annex 5: *MRCS DRR financial management guidelines*, and using appropriate forms:

Follow and manage the MRCS DRR bank account opening procedures

Monitor the DRR MRCS bank account in local currency, and always ensure that signatories (MRCS) are available when needed

Ensure good relation with the bank, and follow FRC transfers

According to WA validation, prepare, make and follow bank transfers to the bases

Ensure cash transfer and cash reception at MRCS HQ level and Field base level

According to WA validation, coordinate with FRC and the bank to get bank receipts

Write and follow bank transactions in the bank ledger

After receiving training on FRC accountancy software (saga), enter all cash and bank transactions (according to Excel cash and bank book) and submit saga files to Administrative Coordinator on time.

### **Objective 3: Field Bases cash management support**

According to the MRCS/FRC Specific Agreement, Annex 5: *MRCS DRR financial management guidelines*, and using appropriate forms:

Organize and check the timely receipt of the bases' monthly accounting

Check accounting document information, including consistency between vouchers and cash books, physical counting and balances

Check the bases' electronic accounting consistency: budget lines and expenses description

Check and ensure invoice eligibility

Check accounting voucher submissions (translation, numbering, layout)

Request additional information from the bases, as needed

Check with the HR manager that the personnel database is complete and validated  
After receiving training on FRC accountancy software (saga), enter monthly cash movements for cash book in local currency for all bases and submit saga files to Administrative Coordinator on time

#### **Objective 4: Field Bases training and support**

Identify technical financial problems encountered in the bases and report to Administrative Coordinator  
Propose improvement to fix problems  
Provide technical support to the bases  
Visit the bases to check that administrative and financial management practices are in accordance with FRC and MRCS guidelines  
Write base visit reports with remarks and proposed improvements (visit reports are submitted to MRCS and FRC)  
Organize accounting/finance training at the bases if needed, in coordination with FRC Administrative Coordinator

#### **Objective 5: Contribute to the project's budget management**

According to the MRCS/FRC Specific Agreement, Annex 5: *MRCS DRR financial management guidelines* and using appropriate forms:

Control new expenses on a monthly basis for each budget line and check according to budget and forecast if expenses are feasible  
Provide the information required for preparing new budgets  
Give support to MRCS for budget follow-up, WA request and WA statement

#### **Objective 6: Ensure financial follow-up and communication between FRC and MRCS**

Sort and file various financial documents (letters, request and approvals, reports, follow-up, budget, amendment, etc.)  
Inform FRC for all financial issues related to DRR program in a timely manner  
Cooperate with all DRR staff (FRC/MRCS) and FRC staff and delegates  
Answer to any request from FRC, after HoD Finance approval  
Answer directly to small and daily request and give daily and operational information to FRC  
Participate actively in administration and finance meetings organized by FRC, MRCS, IFRC or other partners or INGO's.  
Until the closure of the MRCS/FRC base in the delta, ensure salaries transfer to Mawlamyaingyn in time, inform MRCS hub and FRC administration department and follow with the bank the transfer process.

*The list here above is not exhaustive, and you could be requested to perform other tasks as your supervisor may judge necessary*

#### **Qualifications and Skills Required:**

English, advanced written and spoken  
University degree or diploma related to the position (e.g. organization & development, administration, finance, accounting, training)  
3 years minimum relevant working experience related to the position  
Very good computer literacy in MS Office pack (including Word, Excel, PowerPoint, Outlook Express)  
Budget and finance management skills and narrative and financial report experience  
Strong organizational, communication skills and ability to work under pressure

Strong sense of responsibility and control  
Diplomacy, flexibility and adaptability  
Understanding of Red Cross and Red Crescent Movement  
Experience with NGOs and/or RC movement desirable  
Experience with working with expatriates desirable

**Interested persons should submit,**

**A letter of application, relevant documents and CV with photo**

- 1. Recommendation letter from Township Police Station(Copy)**
- 2. Labour Registration Card(Copy)**
- 3. Good Health Certificate from Township Health Centre(Copy)**
- 4.**

*Remark: The applicants should not be government employee and be a dismissed person from any government office.*

**Interested persons can apply to U Khin Maung Hla, Executive Director, Myanmar Red Cross Society, No.42, Strand Road, Botahtaung Township, Yangon before 27<sup>th</sup> January, 2010, 4:30 PM.**

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

**U Khin Maung Hla**

**Executive Director**

**MYANMAR RED CROSS SOCIETY**