



Myanmar Red Cross Society

Vacancy Announcement

Job Title	: Finance Officer
No of Post	: (2) post
Report to	: Head of Finance Division
Place of Assignment	: MRCS NHQ, Finance Division
Remuneration	: Indicative salary for 300 FEC per month
Appointment	: Initial three months probation contract with extension as subject to performance appraisal.

Purpose of this position: The purpose of the Finance Officer is to initiate and implement financial administrative activities within the Framework of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movement.

Key Responsibilities:

Under the supervision of Head of Finance Division:

1. Check the financial reports of Cyclone Nargis Operation Hub offices.
2. Check the financial reports of MRCS HQ Divisions and Units from Cyclone Nargis fund.
3. Ensure that all accounting transactions are duly supported by adequate documentation at all sectors and levels in accordance with MRCS Financial Guidelines for Hubs.
4. Ensure that the funds have been used in accordance with MRCS Financial Guideline for Hubs and instructions from MRCS HQ.
5. Check that the expenses are booked under the proper sector project code and activity code.
6. Check that expenses are incurred with due attention to economy and efficiency and only for the purposes for which it was intended.
7. Check that assets purchased for use by hubs and divisions/ units are properly accounted for in the books of accounts.
8. Check the expensed with the approved Working Advance and analyse and report the deviations.
9. Check Working Advance statements and identify advances not cleared within the specified period.

All Staff are required to maintain professional confidentiality, accuracy and integrity. Failure to do this may result in the termination of this employment contract. This job description may be revised as required.

Qualification

- Must be a Myanmar National.
- B.Com/ B.Acct or University graduate with DA or audit training.
- Must have 5 years professional experiences in auditing.
- Must be proficiency in English, oral and written.
- Ability to work outside office hours and on holidays.
- Interested and committed to humanitarian work.
- Able to travel to hub offices.

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

Interested persons should submit,

- 1. A letter of application, relevant documents and CV**
- 2. Recommendation letter from Township Police Station(Copy)**
- 3. Labour Registration Card(Copy)**
- 4. Good Health Certificate from Township Health Center(Copy)**

Interested persons can apply to U Khin Maung Hla, Executive Director, Myanmar Red Cross Society, No.42, Strand Road, Botahtaung Township, Yangon before 28th January 2010, 4:30 PM. Only short list candidates will be contacted for a personal interview.

U Khin Maung Hla

Executive Director

MYANMAR RED CROSS SOCIETY