



Myanmar Red Cross Society

Vacancy Announcement

Job Title	: Senior Finance Assistant
No of Post	: (1) post
Report to	: Head of Finance Division
Place of Assignment	: MRCS NHQ, Finance Division
Remuneration	: Indicative salary for 200 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. Enter into Register letters received and submit to Head of Finance immediately.
2. Enter into Register claims for payments by division and units, and forward it to Deputy Heads of Finance and/or Finance Officers.
3. Enter into Register financial reports of divisions and units, and forward it to Deputy Heads of Finance and/ or Finance Officers.
4. Enter into Register all outward letters and memos and send it to the addressees.
5. Assist in preparing cash request for divisions and hubs.
6. Assist in preparing Working Advance Request for divisions and hubs.
7. Assist in checking financial reports of division and hubs.
8. Prepare Donor Report Journal and submit to Deputy Head of Finance.
9. Maintain all files and records properly.
10. Perform duties assigned by Head of Finance Division.

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/LCCI III Group Diploma.
- Must have 3 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