

VACANCY ANNOUNCEMENT

Job Title	Finance Coordinator
Department	Finance Department
Employment status	Full time (Project Base)
Number of Position	1
Location	Yangon, Myanmar
Travel	Occasional travel to the project related area
Reports to	Senior Finance Manager
Reporting to this position	NA

Community Partners International (CPI) is a U.S. nonprofit organization working in partnership with conflict-affected, hard-to-reach and underserved communities in Southeast Asia to expand access to quality health services and generate the resources, local capacity and coordination necessary to meet their own health, learning, and development needs. CPI's Asian headquarters are located in Yangon, Myanmar, and the organization maintains field offices throughout Myanmar.

Primary Responsibilities

- Provide technical support to partners and CPI Staff.
- Ensure all the partners' financial data are timely and accurately recorded in the accounting software.
- Ensure CPI and partner's expenses are within budget, well documented and supported by receipts, review expense documentation and receipts for completeness and accuracy.
- Regular monitoring of Partners' financial reports and providing Technical expertise in financial management to CPI and Partners staff.
- Prepare donor financial reports and ensure compliance with donor requirements.

Regular Responsibilities

- Work closely with the finance manager and program staff to develop the project and partner's budget.
- Regularly monitor and review partner's financial record for accuracy and post all financial transactions, review financial reports, ensure sufficient supporting documents in compliance with CPI and Donor requirements.
- Ensure monthly and quarterly reports are reviewed together with relevant program focal and assist Finance Manager in overseeing the grants spending.
- Collect and consolidate monthly cash forecasts and fund requests by CPI field management and partners.
- To support internal and external project audits to CPI as well as partners.
- Other duties as assigned.

Partner Support

- Work with Program teams to oversee and monitor sub-grants to and financial reports from partner organizations.
- Making regular trips to partners to provide technical support and coordination with partner organizations, and provide training on financial management as needed.
- Ensure up-to-date and accurate tracking of financial performance of all sub-grantees.

Capacity Building and Supporting Staff

- To ensure full understanding and compliance of CPI and Donor policies by all project staff, as well as sub grantees through training, guidance and support.
- Training to partners on financial procedures, budgetary controls and provide technical assistance as required.

Essential Skills

- Bachelor's degree in Accounting, Finance, Commerce. ACCA, CPA or CIMA qualification is preferred.
- At least 3 years' experience in related positions. Project financial management and final financial reporting experience is preferred.
- Fluent in written and spoken English and Burmese.
- Advanced knowledge of excel, as well as understanding of word-processing, and powerpoint.
- Knowledge and experience in the use of accounting software, mainly Sun System.
- Excellent organizational, planning, and interpersonal skills.
- Experience of working in a multicultural, low-resource setting.
- Ability to coach and provide training to technical and non-technical audiences.
- Ability to establish priorities in a time sensitive environment, problem solving and meet deadlines with strong attention to consistency, detail, and quality.

APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:

Email: hr.ygn@cpintl.org

- The closing date for application is 17:00pm, **(30-November-21, Tuesday)**, Yangon, Myanmar.
- Please clearly mention the Position and Location you are applying for in the email Subject Line.
- CPI is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.

- Candidates are required to declare in advance should there be any relative or family member currently employed in CPI. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted.
- Contract and position is contingent upon successful award of the project and final approval by the donor.