

VACANCY ANNOUNCEMENT

Job Title	Finance Officer
Department	Finance Department
Employment status	Full Time (Project Base)
Number of Position	1
Location	Yangon, Myanmar
Travel	Frequent travel to project areas
Reports to	Finance Coordinator
Reporting to this position	NA

Community Partners International (CPI) is a U.S. nonprofit organization dedicated to empowering vulnerable communities in Asia to meet their essential health, humanitarian and development needs. Founded by U.S. doctors in 1998, the organization has grown to serve more than one million people each year. Community Partners International focuses on helping communities affected by conflict, violence, and displacement, in remote and hard-to-reach contexts, and marginalized by poverty and exclusion.

Primary Responsibilities

- Initiate, track and transfer funds to partners (following CPI's delegation matrix).
- Allocation of shared expenses as per CPI's policies and procedures.
- Verify and reconcile all receipts and invoices of partners on quarterly basis in alignment with audit requirements.
- Verify and code all receipts and invoices, enter them in accounting software (SUN) according to CPI financial policies and guidelines.

Regular Responsibilities

- Provide technical inputs during proposal development
- Review financial reports sent by partners quarterly
- Review financial cash balances for CPI and partners
- Periodically file the financial and accounting documents
- Assist on budget preparation proposals to donors
- Review monthly financial reports in accordance with CPI's policies and other donors' compliance requirements, provide feedback as required
- Any other additional tasks assigned by Finance Manager as needed

Partner Support

- To train CPI's partners on financial guidelines and financial reporting system
- To visit project sites of partners for improving financial management skills and compliance

- Assist in training local partners on accounting, financial reporting and record keeping.

Capacity Building and Supporting Staff

- To assist program focal in preparing annual budget for CPI's partners
- To advise and work with the team for improving financial execution of program

Operations and Administration

- Comply review the inventory reports for the CPI Partners on quarterly basis, and develop to final report to submit to Finance Coordinator for review.
- Ensure compliance with CPI and Donor Policies
- Develop financial and statistical reports for quarterly variance analysis

Organization Representation

- Participates to coordination meetings, staff meetings

Essential Skills

- Bachelor's degree in Accounting, Finance, Commerce, LCCI or equivalent degree
- At least 3 years' experience in accounting field. Experience in NGO financial management is prefer.
- Fluent in written and spoken English and Burmese.
- Ability to use excel, as well as understanding of word-processing, and power point.
- Knowledge and experience in the use of accounting software, mainly Sun System.
- Excellent organizational, planning, and interpersonal skills.
- Ability to provide financial management trainings to local partners is a plus
- Able to travel and work in remote area around Myanmar.

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, **(10-Aug-2022, Wednesday)**, Yangon, Myanmar.
- Please clearly mention the Position and Location you are applying for in the email Subject Line.

CPI's Value

- At CPI, we believe that all people have right to live their life free from sexual violence and recognized that there are unequal power dynamics across the organization. CPI does not tolerate discrimination and harassment under any circumstances and will take disciplinary action, which may include dismissal, against any worker who discriminates or harasses any worker. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.
- 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.

Note to Candidate

- Candidates are required to declare in advance should there be any relative or family member being 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 are contingent upon successful award of the project and final approval by the donor.