

## VACANCY ANNOUNCEMENT

Job Title	Sr. Finance and Grants Manager
Department	Finance Department
Employment status	Full time
Number of Position	1
Location	Yangon, Myanmar
Travel	Base in Yangon with frequent travel to project area
Reports to	Grants and Compliance Director
Reporting to this position	Finance Manager

**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.

**The Local Empowerment and Resilience Network (LEARN) Activity** aims to empower citizens and communities in southeast (SE) Burma by developing and strengthening collaboration between civil society, ethnic service providers, and local administration/community-established governance structures to increase local agency, encourage social cohesion, and address community needs and concerns.

CPI is seeking for experienced and qualified professional candidate for **Sr. Finance and Grants Manager** Position to support the program of LEARN project. The position will be based in Yangon, Myanmar and is responsible for supporting contracts and grants in compliance with USAID rules and LEARN portfolio by coordinating, planning, implementing, and monitoring related activities in the project. The employee will be responsible to support in managing procurement, contracts and sub award processes, ensure all transactions and activities are in compliance with CPI and USAID's requirements.

### Primary Responsibilities

The position will be under the direct supervision of Chief of Party to ensure compliance, partners related to ensure efficiency, tracking and forecasting the cash flow and expenditures, manage the LEARN finance & grants team, develop and manage the sub-grants portfolio, and provide oversight to usage of funds. The position will coordinate the grantee selection process in collaboration with LEARN program team (establishing selection committees, defining selection criteria, developing process documentation templates.) The position will work closely with Deputy Finance Director for technical guidance and extensively coordinates among the project, technical and operation team.

- In support to establish detailed systems and procedures for management of grants activities, including the preparation and negotiation of grant agreements, other compliance-related documents to the review and approval of grant proposal or modification, as well as the monitoring and close out of awards. Review and verify payments, invoices, procurements, and sub-recipients' fund transfer requests. And coordination to develop and implement a contract tracking / monitoring system for LEARN.
- Supervise and review grant budgets, prepare cash forecasts, and monitor grant expenditures, identify and alert management for any irregularities, recommend alternatives/best practice as needed, and continuously contribute LEARN's risk assessment and management plan. Review cost plans, follow up on outstanding grants receivables/payables and obtain required approvals as per USAID requirements. Provide oversight and briefing to ensure compliance on grants-related procurement, financial transactions, contracts and grants. Participates in the preparation of responses to audit requests and donor specific reporting requirements for sub-awards and subcontracts.
- Ensure the accuracy, timeliness, adherence to policies for the financial data and reporting to donor, statutory and tax reports, follow-up the implementation of appropriate actions to timely correct the audit findings, continuously monitor implementation rate, identify and elevate any non-compliance risks, negotiate and liaise with sub-recipients on awards, regularly monitor and follow-up the cash flow and obligated funds, and perform regular monitoring checks.
- Lead and conduct any due diligence assessment for the sub-recipients and follow-up of the actions. Work closely with COP to develop agreements and contracts for the sub-recipients under LEARN program. Monitors the grants to ensure they are supporting project required. Support to COP and LEARN program team in timely submission of supporting documents, including fund request of Milestone achievements to USAID in timely manner. Advise COP and LEARN program team in fund flow and fund balance between fund received from USAID and fund transfer to LEARN consortium partners.
  - Ensure the sub grant documentation and the financial information provided is accurate, complete, verifiable, and reliable.
  - Ensure the sub-recipients are utilizing the fund as per the requirements of USAID agreements with sufficient supporting documents to verify the agreed project deliverables
  - Ensure timely collection of financial reports and/or other finance related deliverables from Sub-recipients
  - Maintain the standards in documentation, financial reporting, and budgetary compliance.
  - Provide monthly and quarterly reports to management on the status of the grants in terms of beneficiaries, equipment, amounts, disbursements, procurements, implementation, etc.

Empower communities. Transform lives.

- Support to COP to prepare and compile close out documents for all completed awards/ contracts.
  - Assist to COP to provide training and guidance to project team and sub-recipients related to compliance with USAID rules and regulations
  - Provide technical expertise and support to local partners to empower toward localization
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- Work in coordination with COP and other team members in local capacity development by strengthening the capacity of local partners in managing USAID awards and its compliance
  - Actively participate in developing grants and financial management manual/SoP for partners under LEARN program
  - Prioritizes, organizes, distributes, manage and monitors the flow of work for the LEARN finance team.
  - Ensures adherence to Standards of Conduct, policy manual, and other corporate and applicable policies, procedures, and schedules.
  - Resolves routine operating problems as they arise and liaise with donors as required.
  - Coordinates the procurement of grants-related goods and services, and works with project staff to ensure effective organization, distribution and documentation of grants. Leads in the procurement of grant equipment, liaising with the Procurement Department as required.
  - Ensure timely finalization of the sub recipients' financial reports and submission of the financials to donor

### **Others**

- Perform all other relevant duties that may be needed to ensure the overall efficient implementation of the USAID-project activities.
- Any other duties assigned by the supervisor.

### **ESSENTIAL SKILLS**

- Master's degree in business Administration, Accounting and Finance or related field
- At least 8 years' experience in non-profits with accounting/finance/grants in USAID funded projects
- Demonstrated comprehensive knowledge of USAID rules & regulations, finance/budget planning knowledge
- Professional experience in managing USAID grant and sub-grants
- Fluent in written and spoken English
- Competency with financial management in non-profit, budget development and monitoring
- Demonstrated field-based experience with organizational development methods, and training and strong commitment to partnership
- Ability to communicate with diverse stakeholders in similar context of operation
- Proven ability to multi-task, work collaboratively across diverse teams, work independently and deliver results

## APPLICATION INSTRUCTIONS

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

Email: [hr.ygn@cpintl.org](mailto:hr.ygn@cpintl.org)

- The closing date for application is 17:00pm, **(27-September-2022, Tuesday)**, 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.