



**Myanmar Health Assistant Association (MHAA)  
Vacancy Announcement  
VA 125/20-MHAA-HR**

<b>Position Title</b>	Finance Officer
<b>No of post</b>	1
<b>Project Name</b>	REAL - KSS
<b>Location</b>	Monghpyak, Eastern Shan State
<b>Report to</b>	Senior Finance Officer
<b>Grade</b>	D1
<b>Application Deadline</b>	30.8.2020

**Project Summary**

With the support of Access to Health Fund, MHAA conduct “**Reaching Equitable Access to health through Local-empowerment Project (REAL)**” in 17 townships of Kachin, Shan\_East and Sagaing State/Region to support the activities of community based integrated basic health care services mainly focused on **MNCH, Nutrition, TB and Malaria**.

**Position Summary**

Under the overall supervision of the **Senior Finance Officer** and the direct supervision of the **Project Manager** and with the guidance from colleagues in Yangon, the **Finance Officer** is responsible for effective and client-centered management of **REAL Project** within Project Area.

**Key Responsibilities & Duties**

1. Perform/Implement MHAA association Financial procedures in compliance with MHAA’s Financial Policies and Procedures and also comply with donor requirements
2. Perform/Implement to ensure the reports generated by the accounting system (SQL Software) are in line with the requirements of the MHAA Association and other stakeholders.
3. Perform/Implement Cash flow Management
4. Fund withdrawals and bank transfer for payments, reimbursement to staff or suppliers
5. Prepare and maintain all financial documentation, including vouchers and receipts, for audit /donor requirements
6. Prepare fixed assets depreciation schedule on monthly basis
7. Prepare and manage monthly MHAA payroll, payment vouchers for salary and honorarium, payments
8. Monthly Reporting and Feedback of Senior Finance Officer and Project Manager

**Administrative**

1. Provide assistance in local procurement in accordance with the requisition and work plan

2. Assist in maintenance of office physical resources
3. Review and check monthly inventory reports of physical resources and send to Yangon HQ
4. Perform other project duties as assigned by the supervisors

#### **Procurement**

1. Check procurement process under MHAA's Policy
2. Organize regular staff meetings

#### **Work Plan**

1. Assist the Project Manager for preparation of budgets
2. Take responsible for the receipt and payment, transaction and recordings according to MHAA's financial rules and regulations.
3. Assist with the preparation of project activity budget and budget in time

#### **Training**

1. Assist the Project Manager for the management of the project budget, exercising financial delegations, monitoring project expenses and financial reporting.
2. Support Capacity building training of project staff to be clear understanding for good financial management.

#### **Monitoring and Evaluation**

1. Check salary receipts, and ensure enough funds are in the Project Office
2. Check and supervise that all necessary supporting documents are according to financial rules.
3. Check the payment and receipts for project activities

#### **Coordination and Collaboration**

1. Coordinate the preparation and submission of funds request and report in time
2. Undertake other related assignments as may be tasked by Project Manager and the supervisor
3. Follow HR rules and regulations of MHAA with the direct supervision of Project Manager

#### **Reporting**

1. Prepare Monthly, Quarterly, Bi-Annually and Annually fund forecast together with PM and submit to Head of Program and Donor Agency
2. Prepare financial report and asset report together with PM and submit to Head of Program and Donor Agency

#### **Skills and Requirements and Person Specifications**

- At least Three years' experience at a management level on accounting and financial management (Preferable: Bachelor degree in Finance, Accounting, Management, or related diploma and Professional Accounting such as LCCI/ ACCA)
- Proven knowledge of Generally Accepted Accounting Principles and a practical knowledge of financial systems and procedures and internal controls
- Computer literacy and a working knowledge of spreadsheet application essential, ideally EXCEL and Accounting Software.
- Good oral and written English
- Experience in management skills with the ability think laterally

- Willingness to travel within the project area.
- Ability to work systematically, accurately, independently and under pressure
- Matured, good communication skill and interpersonal management
- Good team Spirit and respect for diversity
- Respect and regard Myanmar Health Assistant Association (MHAA) Policy
- Follow the HR rules and regulations of MHAA with the direct supervision
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### **Application Instructions**

Candidates should submit their application including Curriculum Vitae (Only Word File or PDF File), Application Letter and copies of educational certificates to Myanmar Health Assistant Association at [hr.recruitment@myanmarhaa.org](mailto:hr.recruitment@myanmarhaa.org) quoting “**Finance Officer VA-125/2020 MHAA-HR**” referring clearly to the **Vacancy Announcement Number** and **Location** as advertised in the **subject line**. The deadline for submission of application is no later than 30.8.2020 (5.00 pm) Myanmar time on.

- **Application will not be successful if applied position is not mentioned correctly.**
- **Only short-listed candidates will be contacted for interview. Telephone query will not be answered.**
- **Application received after the closing date and time will not be considered.**

MHAA is an equal opportunities employer. We welcome applications from all qualified candidates regardless of race, ethnic origin, religion, age, gender, sexual orientation or disability. In an effort to improve the gender balance within the organization, qualified female candidates are strongly encouraged to apply for.

### **HR Unit**

**Myanmar Health Assistant Association (MHAA)**

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**TB Hospital Road, Aung San, Insein Township, Yangon, Myanmar.**

**Tel: 95 – 9- 409832273**

**Email: [hr.recruitment@myanmarhaa.org](mailto:hr.recruitment@myanmarhaa.org)**