



Career Opportunity: Consortium Finance Manager (Durable Peace Program)

The post is to be based in **Yangon** and opened to **Myanmar Nationals** and advertised nationwide.

Oxfam is a leading International NGO with a worldwide reputation for excellence and over 70 years of experience. It's not unfortunate that people live in poverty. With enough wealth in this world to go around it's unjustifiable. It's not just their problem. It's ours too. Our humanitarian, development and campaigning projects change lives around the world, and with the right support, we can beat poverty and injustice. Thousands of people already commit their time and talents to our campaigning, humanitarian and long-term development projects. Now we're looking for yours.

The role: To lead the grant, financial and risk management and reporting process for the Durable Peace Programme which is EC funded through DEVCO. The Consortium Finance Manager will line manage the DPP finance and admin team and be responsible for the overall grant management of the programme. S/he will lead the programme through this important closure period, with a major focus on the development of a phase two of the programme and donor relations.

This leadership position will be part of the team leading the implementation, closure period and planning for a second phase of a multi-year consortium programme involving Oxfam's coordination with 25 partners and 85,000 participants across 12 townships of Kachin State. The DPP delivers a broad range of activities under four main objectives, as follows:

1. To support greater community participation and influence in peace processes, particularly for women and youth;
2. To support the peace process through improving trust and reconciliation;
3. To link relief with rehabilitation and development by supporting improved education and livelihoods outcomes; and
4. Local authorities and community structures are more receptive to community peace and development needs.

Key themes underpinning the programme include a priority focus on supporting women and youth, mainstreaming advocacy throughout programme activities, and extensive capacity development for civil society. Indicative activities include peace and civic education, peace seminars and consultations, trauma healing, personal and community-level reconciliation initiatives, small-scale livelihood activities, early childhood care and development, research to support conflict-affected communities, and advocacy towards authorities and other stakeholder engagement. Over the course of three and a half years, the DPP will reach over 85,000 conflict-affected people, primarily displaced people living in IDP camps, but also some villages.

Level:	National, C2
Employment term:	Fixed – Term (until 31 st July 2018)
Report to:	Oxfam Finance Manager and Matrix Managed by Programme Manager (DPP)
Staffs reporting to this post:	Finance Coordinator, Finance and Admin Officers
What we offer:	Respectful and empowered working environment, Life insurance, Medical+ dental + optical benefits, Competitive salary and Career advancement opportunities, Generous leave entitlement

KEY RESPONSIBILITIES:

- Donor grant management: primary contact for the European Delegation on all finance and contract compliance/ cost eligibility related issues. Negotiate with partner staff on relevant issues arising. Lead the audit process
- Risk management: Financial /compliance risk monitoring of financial and organizational systems of consortium members and advise partners on relevant systems development

- Collect, correct and consolidate financial information from Oxfam and partners (25) and produce in timely and accurate management/financial accounts and reports quarterly to Consortium Steering Committee and annually to donor
- Establish communication links and work closely with relevant finance staff from partner organisations
- Conduct frequent field visits to connect with finance staff from partner organisations and to monitor their financial management.
- Build the capacity of all financial staff in consortium program
- Carry out trainings and briefing of all project staff in agreed procedures including back donor policy and procedures, conduct practical exercises in accounts preparation
- Ensure that all financial reporting requirements are being adhered to and met in an efficient and effective manner
- Provide necessary analysis and highlight financial status to the Programme Managers
- Continuously oversee income and expenditures of contracts and report to relevant Programme Managers in a timely manner
- Support and guide the whole programme team in financial matters
- Review monthly budget utilization and suggest improvement to relevant staff from Oxfam and Partners.
- Lead budget planning for new opportunity and/or revise budget based on the project requirements
- Ensure managers have up to date financial information, that budget accuracy is verified
- As per contract, raise funds request to donors and inform donors for funding receipts

SKILLS AND COMPETENCE:

- B.COM / ACCA or Master degree holder with a minimum of 5 years experience in Financial Management position
- Relevant experience within a non-profit / Consortium Projects / Funded organization will be asset
- Fluent written and spoken English.
- Proven knowledge of computerized systems and demonstrable experience of working with computerized accounting packages and spreadsheets
- Excellent communication and interpersonal skills
- Ability to produce quality financial management information and recommend suitable courses of action.
- Ability to monitor donor contracts and produce requisite high quality and timely reports
- Ability to work independently and prioritize effectively to achieve results
- Sympathy with the aims and objectives of Oxfam and commitment to Oxfam's equal opportunity and gender policies.

Closing date: 1 January 2018, 5:00 PM

How to apply: Please state applied position in email subject line and send CV and cover letter to Human Resources Department through myanmarhr@oxfam.org.uk

(OR)

Oxfam office, No. 34, Corner of Aung Taw Mu Street and Golden Hill Avenue Street, Golden Valley Ward 2, Bahan Township, Yangon, Myanmar.
Phone: +95 (0)1 539986, 539987, 539958, 539189 and 504918

Detail and complete job profile is available upon request.

We regret that only short-listed applicants will be contacted.

Oxfam is committed to equal opportunities and diversity. We welcome and encourage applications from women, minority and underrepresented groups.

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