



OXFAM

Career Opportunity: Senior Finance and Administrative Officer

The post is to be based in Sittwe and opened to Myanmar National 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 be responsible and accountable for the day-to-day operation related to a defined accounting area. To provide financial support function to the project team, field offices and response activities.

Level: National, D1

Employment term: Fixed-term (until 30 September 2020)

Report to: Programme Manager (HARP) and Matrix managed by Consortium Finance Manager

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:

Financial Management in Rakhine state

- Verify and ensure all payment requests have the necessary documentation and approvals before processing the payment.
- Verify and ensure that all utilization is against the set budget and follow up with requester and budget holder for utilization without budget and with unreasonable amount
- Managing and securing of cash including request for top up, transfer, transportation and storage.
- Provide financial management information in the field office and to work with managers to ensure financial procedures and systems are followed
- Monitor budget regularly and inform Area Manager and Line Managers for any budget discrepancy
- Assist Consortium Finance Manager in review and analysis of project financial management and MFR (monthly financial report)
- Ensure that the accuracy and timely data entry of receipts and preparation of monthly accounts and submission to the Programme Manager (PM), Rakhine and the Yangon office
- Provide financial management information in the field offices and to work with managers to ensure financial procedures and systems are followed
- Build the capacity of the programme support staff and budget holders in coordination with Oxfam country finance officer and manager in term of finance and accounting fundamental according to Oxfam and back donor standard
- Prepare and request project expenses according to timely and accurate forecasts
- Prepare and assist Programme Manager and Consortium Finance Manager in properly planning of project workplans and monthly/quarterly cashflow forecasting accordingly
- Responsible for timely cash disbursement of project expenses
- Assist in the planning, organisation and execution of the statutory requirements and audit process for the office in coordination with the Finance Manager
- Prepare monthly report on all financial and administrative activities to the PM
- Participate effectively in team meetings
- Provide necessary support to the PM/Finance Manager.
- Provide Technical support to Kyauk Phyu and Kyauk Taw Finance team
- Provide support by undertaking any other additional functions as delegated by the PM and Yangon finance team.

- Ensure the implementation of Oxfam's gender and diversity policies in all aspects of finance policy and practice.

Human Resource Management

- Lead on recruitment of Rakhine based Finance /admin team, working closely with HR teams to improve recruitment and induction
- Provide leadership and management to Finance Officer including performance management, attendance management, capacity building in accordance with Oxfam policies, ensuring that they are well supported, led and evaluated against agreed objectives, ensuring that they have the necessary induction, training and support as required
- Support the continual professional development of all Rakhine based Finance/admin staff, ensuring that appropriate support and development mechanisms are in place.
- Provide leadership and management to cleaners including ensuring that performance management and capacity building support.

Administrative Activities

- Ensure necessary administrative support is provided to ensure the smooth running of the office and any action needed is taken in timely manner.
- Assist and support to ensure local authorities, line departments have built good relationship and collaborate very well.
- Ensure that cleaners are carried out administrative activities efficiently.
- Provide necessary support to HR team.

SKILLS AND COMPETENCE:

- Bachelor's degree holder with three years proven experience on financial skills
- Good IT skills: knowledge and experience of using of MS Word, Excel, standard finance software, email and Internet
- Good communication skills particularly in Myanmar language.
- Good spoken and written English will be an asset.
- Ability to implement Oxfam's financial policy and procedures
- Ability to use judgement on routine functions, and work with minimal supervision
- Ability to prioritise own workload, to work independently and to work to meet deadlines.
- Diplomacy, negotiation and good interpersonal skills, together with the capacity to remain calm under pressure and not lose sight of priorities.
- Ability to manage multiple requests and to liaise with different teams/ activities.
- Proven ability to be flexible in demanding situations and able to work in a multi culture environment.
- Well-developed coordination skills within and across the team
- Work flexible working hours as required.
- Committed to equal opportunities (e.g. gender, race, disability).
- Understanding of and commitment to humanitarian work.
- High level of initiative.
- Keeps up-to-date with internal or external activities that may influence role.
- Anticipates outcomes of activities and uses initiative to keep these activities on course.

Closing date: 11st December 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.

Please note: Oxfam will never ask for any payment at any stage of recruitment.
https://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam-gb?cid=rdt_jobs

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of screening checks.

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