



Gender Equality Network

Working to improve gender equality in Myanmar

Finance Coordinator – (National Position)

Closing Date

10th October 2018

Report to

Operation Manager,
Coordination Unit

Duration

One year appointment,
with the likelihood of
an extension based on
funding and Performance.

Salary and Benefits

900,000 Myanmar Kyats
+ Medical Allowance +
Transportation Allowance

GEN's Background

The Gender Equality Network (GEN) is an active inter-agency network of over 150 national and international NGOs, and technical resource persons that promote gender equality and women's rights in Myanmar by presenting evidence, leading on advocacy, and undertaking campaigning and awareness building. A Coordination Unit (CU), assists the network with the development, coordination, administration and implementation of gender and women's rights-related initiatives. A steering committee, comprising of up to eleven members guides, facilitates the effective functioning of the network and takes strategic decisions. GEN is a member-driven network that meets on a monthly basis to prioritize initiatives on the basis of emerging issues related to gender and women's rights. Thematic Working Groups carry forward tasks and initiatives.

Background of the Project

In order to strengthen Civil Society Organisations (CSOs) and local authorities (LAs) in their contribution to good governance and development processes that promotes gender equality and the empowerment of women and girls. The consortium project partners; Gender Equality Network (GEN), Dan Church Aid (DCA) will implement three-year project at Kachin, Shan, Kayin states and Mandalay region targeting at the CSOs, CSOs Networks at districts and township level; members of parliament at region and state level; and local authorities at region/ state and township level; which aims to address

- I. The absence of adequate gender policy frameworks and strategic plans at subnational levels in Myanmar
- II. The lack of constructive spaces for dialogue between CSOs and LAs on gender issues, and a low level of engagement between gender activists and sector-specific form processes; and
- III. The exclusion of women from local decision-making and their low participation in local civic actions.

Key Responsibilities and Tasks

Job Purpose	Under the direct supervision of Operation Manager, the Finance Coordinator is responsible for the overall management of the financial system within the organization. The Finance Coordinator supervise and lead the finance team to ensure the effective and efficient financial management for the organization.
Policy	<ul style="list-style-type: none">– Implement and maintain the financial system that is compliant with GEN’s policies and organizational procedures and the donor requirements.
Accounting and Cash Control	<ul style="list-style-type: none">– Management of Cash and Bank accounts and transitions in accordance with established financial guidelines.– Ensure the cash transitions are compliant with respective donors guidelines.– Monitoring and updating all data entries and check budget expenditure on a weekly basis.– Bank and cash reconciliation with proper documents are undertaken on a monthly basis.– Maintain Quick Book Accounting software database; modify as necessary in accordance with Donor’s requirements, such as COA, Budget Allocation Code, etc.– Calculate staff salary and others benefits on a monthly basis in collaboration with Human Resource Officer.– Ensure proper management and filling of accounting system are established and maintained.
Funding and Budgeting	<ul style="list-style-type: none">– Prepare fund request to send to respective donors and follow up incoming fund to GEN’s Bank account in timely manner.– Plan annual budgets in coordination with designated senior management team.– Monitoring budget Vs Actual expenditures on a monthly basic and reviews quarterly with Project Steering Team.– Plan and revise budget as needed with the guidance of Project Steering Team.
Financial Reporting and Auditing	<ul style="list-style-type: none">– Responsible for preparing donors reports and financial statements on an annual and bi- annual basis.– Under the supervision of Operation Manager, plan and contribute to the annual audit and follow up audit’s recommendations and findings.– Prepare and submit monthly financial report to Project Steering Committee and Senior Management Team.
Government Tax Authority	<ul style="list-style-type: none">– Ensure that Government’s tax guidelines such as staff income tax and consultant tax are adhered to and paid on a timely manner.– Maintain proper tax authority record and filling system.– Update individual tax books and keeping in finance unit.
Management	<ul style="list-style-type: none">– Manage finance team in accordance with respective GEN’s policies effectively manner
Experience and Skills	<ul style="list-style-type: none">– University degree in Business Administration, Accounting or other relevant field.– At least 3 years’ of relevant work experience.– Knowledge on cost planning, budgeting, and financial reporting.– Advance excel skills and knowledge and experience in Quick Book is preferable.– Experience working with partners or in consortium arrangements, preferably involving both national and international organisations.– Experience in leading and managing teams to ensure team members are working to their full capabilities to achieve outcomes.– Experience in working in settings demonstrating the principles of gender equity and diversity.– Effective oral and written Myanmar and English language skills is desirable.– Able to use office software packages including MS Office.
Application	<p>Applicants for the above position should submit with an updated CV and a cover letter (degree certificates and other documents are not required at this stage) with the subject line ‘Application for Finance Coordinator’..... not later than 5 pm on 10th October 2018 to Nay Zin Oo, gen.nayzinoo@gmail.com</p> <p>Gender Equality Network provides equal opportunity employer and considers applicants for all positions without regard to race, colour, religion, gender, sexual orientation, age, disability or any other legally protected status. We encourage persons with disabilities, LGBTQI and women to apply.</p>

CONTACT

GEN Office (Building 1 ,99st Floor, Room (1 A-D), Lamai Condo, Myay Nu Street,Sanchaung Township, Yangon).

www.genmyanmar.org