



## **Announcement Call for Applications – Finance Manager Gender Equality Network Closing Date 5 February 2019**

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<b>Position Title:</b>	Finance Manager
<b>Location:</b>	Yangon
<b>Employer:</b>	Gender Equality Network
<b>Reports to:</b>	Head of Operation, Coordination Unit
<b>Duration:</b>	One year appointment, with the likelihood of an extension based on funding and Performance.
<b>Salary and Benefits</b>	Myanmar Kyats equivalent to USD 1300 + Medical Allowance + Transportation Allowance

### **Background of the Gender Equality Network**

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 researching issues and publishing results, leading on advocacy campaigns, and undertaking awareness and capacity building. The Coordination Unit (CU) assists the network with the development, coordination, administration and implementation of gender and women's rights-related initiatives. The steering committee, comprising of up to eleven member 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.

The **Overall Objective of GEN**: To facilitate the transformation of norms, systems, structures and practices to enable gender equality and gender justice in Myanmar.

The **Key Objectives of GEN**: In order to reach the overall objective, three strategic objectives have been identified by the GEN membership.

1. **Gender Equality in Governance and Public Life**: Awareness of the importance of gender equality in governance enhanced and opportunities for women to effectively participate in governance in all sectors increased.
2. **Gender-Based Violence**: Awareness increased, and support provided to stakeholders to implement effective evidence-based mechanisms and strategies to prevent and respond to gender-based violence

3. **GEN Strengthening:** GEN is a dynamic and cohesive network of skilled and confident members who are able to work effectively for gender equality and gender justice.

#### **Underlying Objective:**

**Social Practices and Cultural Norms:** Discriminatory cultural norms and social practices are changed and gender equal norms and practices are articulated and reinforced

#### **Job Overview**

Finance Manager is responsible for day-to-day management of the finance unit. This position is responsible for all the financial and accounting related issues and contributes to the development and practice of the finance and accounting related policies and guidelines. Under the direct supervision of the Head of Operation, s/he prepares monthly financial reports and contributes to the donor reporting and auditing processes.

##### **1. Financial and Account Management**

- Responsible for the management of the financial and accounting system
- Reviews the existing financial procedures, guidelines and protocols and recommends revisions, if needed, under the guidance of Head of Operation
- Ensures proper management of the financial transactions in accordance with the established guidelines
- Reviews the data entries and budget expenditure
- Reviews the bank and cash reconciliation and ensures proper documentations are in place
- Ensures the proper functioning of the accounting software database and recommends modifications, when necessary
- Reviews the staff salary calculation

##### **2. Funding and Budgeting**

- Reviews the funding requests drafted by the Financial Coordinator and follows up on the incoming funds.
- Drafts the annual budget under the guidance of Head of Operation
- Monitors the budget vs actual expenditures on a monthly basis.
- Contributes to the budget review process.
- [Reviews the funding requests and financial reports submitted to the partner organizations and ensures that they are in line with the GEN and donor guidelines](#)
- Reviews the asset and stock management and ensures they are in line with the GEN's policy

##### **3. Financial Reporting and Auditing**

- Prepares the donor financial reports and financial statements
- Facilitates and assists in the external/internal auditing processes
- Ensures all the financial related documentation are filled systematically and in line with GEN and donor's policy and guidelines

##### **4. Team Management**

- Supervises staff under finance unit for better performance
- Identifies the staff training needs in collaboration with the human resource department

- Provides mentoring and coaching to staffs under supervision.
- Contributes to and encourages an office environment that fosters cooperation, innovation and independent problem solving

## 5. Reporting

- Ensures documentation of relevant GEN's activities, and timely reporting in coordination with team members.
- Combines the monthly activity report from finance unit and submits to Head of Operation

## Experience and Skills

- ACCA Qualification, Masters degree in Business Management, CPA (Myanmar) or equivalent.
- Excellent knowledge and practice in strong technical accounting skills.
- At least 4 years' experience in the area of financial management.
- Proven experience in financial management, donor relationships and achieving outcomes in the Myanmar context.
- A good understanding of gender issues and a commitment to gender equality.
- Highly developed communication and problem-solving skills, and the ability to work independently as well as part of a team.
- Experience working with partners or in consortium arrangements, preferably involving both national and international organisations
- Demonstrated experience in multi-stakeholder and government liaison and representation at various levels
- Experience leading and managing teams to ensure team members are working to their full capabilities to achieve outcomes
- Experience working in settings demonstrating the principles of gender equity and diversity.
- Highly effective oral and written Myanmar and English language skills as demonstrated by the ability to write reports and other documents, and to use IT software packages including MS Office. Knowledge of QuickBooks desirable.

## Application

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 Manager**'..... not later than 5 pm on 5<sup>th</sup> February, 2019 to **Nay Zin Oo**, [gen.nayzinoo@gmail.com](mailto:gen.nayzinoo@gmail.com) or **GEN Office** (Building (99), 1st Floor, Room (1 A-D), Lamai Condo, Myay Nu Street, Sanchaung Township, Yangon).

**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.**