

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children has been working in Myanmar since 1995. Our programmes include Maternal and Child Health, Nutrition, HIV/AIDS, WASH, Education, Food Security and Livelihoods, Child Protection and Child Rights Governance and Humanitarian Responses in across the country.

Save the Children offers attractive salary including non-salary benefits which consists of paid medical benefits, various leave benefits, accident insurance, severance and other allowances.

For those who failed to mention or incorrectly mention the apply position title, Programme/Sector name and location in their applications, we will consider those as disqualify and we will not consider for short list.

We are currently inviting motivated and talented individuals to apply for Finance Coordinator based in Yangon, Head Office. Please see the following detailed information.

**SAVE THE CHILDREN INTERNATIONAL  
VACANCY ANNOUNCEMENT  
(FOR MYANMAR NATIONAL ONLY)  
ROLE PROFILE**

<b>TITLE: Finance Coordinator</b>	
<b>TEAM/PROGRAMME:</b> Myanmar Education Consortium (MEC)	<b>LOCATION:</b> Yangon, Head Office
<b>Number of Position:</b> 1 <b>Grade:</b> NAT- 3	<b>CONTRACT LENGTH:</b> Fixed Term
<b>CHILD SAFEGUARDING:</b>	
Level 1: the role holder will not have contact with children and/or young people, or access to personal data about children or young people, as part of their work; therefore a police check will not be mandatory unless the content or location of the role changes, in which case the Child Safeguarding level will be reviewed.	
<b>ROLE PURPOSE:</b>	
The purpose of this post is to ensure that Myanmar Education Consortium (MEC) programme adheres and complies to all proposal budget development, reporting and monitoring requirements as expected by donors and SCI.	
Under the direct supervision of the Finance Manager (MEC), ensure partners have capacity and ways to meet submission deadlines for budgets and reports. Review budget and periodic reports to make necessary changes in consultation with partners to improve overall financial management capacity, both in partners' hand and at SCI MEC section. This role needs to work very closely with Award and partnership teams on partnership management and overall financial management for MEC programs.	
One of the key responsibilities of Finance Coordinator is to strengthen the financial management systems of partners by conducting detailed assessment and provide necessary training, guidance, troubleshoot, and answer questions related to financial management to ensure partners are able to manage their finances and risks. Finance Coordinator (MEC program) will help MEC management to monitor Budgets vs Actual spending and act as the key person to provide quality financial narrative and explanation. He/she will supervise and work together with (3) Field-based Finance Officers and a Finance Assistant to verify,	

analyze and review partners' budgeting, expenditure transactions and financial reports and to highlight and follow up issues raised.

Travel to visit partners in locations around Myanmar is expected approximately 25%.

#### **SCOPE OF ROLE:**

- **Reports to:** Finance Manager (MEC)
- **Direct Reports:** 3 Finance Officers and 1 Finance Assistant
- **Financial Approval:** No financial approval
- **External Representation:** Regular contact of basic factual information **Travel:** Require to travel to partners' location

#### **KEY AREAS OF ACCOUNTABILITY:**

- Work closely with the partnership and programme teams to prepare and provide advice on partners' budget proposals, ensure all budgeted cost are in line with donors' guidelines, templates, funding strategy and SCI guidelines.
- Ensure cost eligibility of confirmed budget, line items flexibility and application, and provide continuous monitoring and follow up on implementation line with proposal budget.
- In discussion with the partners and Awards team, prepare appropriate internal control requirements and capacity strengthening plans for the partner organizations.
- Ensure partners understand donor financial guideline and reporting requirements.
- Supervise finance staff in all aspect of their work & provide the necessary technical and professional support
- Assure the system of continuous follow up and monitoring on timeliness, accuracy & completeness of financial information, to comply all donor specific requirements and proactively prevent disallowable expenses.
- Consolidate details proposal budget calculation to respective SOF and donor funds in accordance with DEA and DRC
- Follow up on spending compliance throughout Implementation stage, including in the office and out in the field oversight.
- Prepare and provide guidance to partners and finance officers to prepare monthly, quarterly and annual donor financial reports in timely manner.
- Maintain all donor specific reporting guideline and templates up to date and coordinate with respective partnership team member and partners' finance focal persons on financial and narrative information requirements.
- Support partners' finance staff and budget holders to be fully aware of details on actual expenditure data, BvA, monthly, quarterly financial reports requirement.
- Play leading role on adherence of feedbacks mechanism for monthly errors, line item flexibility, selecting correct DEA line, correctness of unit cost and balance spending etc.
- Make final review of all financial reports prepared for completeness, accuracy and quality that meets reporting requirements.

- Write narrative sections of financial report and review the variance explanation by budget holders and partners.
- Ensure to update all final financial data in timely manner
- Responsible to update financial capacity building package (Interdepartmental coordination) and make sure supervisee finance staff are addressing donor compliance issues of partners
- Ensure supervisee finance staff review partner financial report and supporting documents in details in line with donor and SCI requirement and follow up on issues before uploading.
- Participate in partner monitoring visit and provide the technical input as required
- Engage in detailed planning with supervisee finance staff for Audit. Eg, Timing, Field visit involvement, audit sampling method, auditor selection on transitions, Readiness of all documents such as payment Vouchers, payroll, Distribution list, Policy documents etc. before audit starts.

### **General Administration**

- Ensure all financial related information and documentations are maintained systematically including all final approved version financial proposal and monthly and quarterly financial Reports.
- Make sure to comply with all relevant Save the Children policies and procedures in all aspects to health and safety, security, equal opportunities and other relevant policies and to have clear audit trail.
- Perform others relevant duties assigned by the Finance Manager.
- Carry out the responsibilities of the role in a way which reflects Save the Children's commitment to safeguarding children in accordance the Child Safeguarding Policy.

### **Child Safeguarding Responsibilities**

- Implement approaches to increase awareness, commitment and interest in child safeguarding amongst staff members.

## **BEHAVIOURS (Values in Practice)**

### **Accountability:**

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

### **Ambition:**

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

### **Collaboration:**

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

**Creativity:**

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

**Integrity:**

- honest, encourages openness and transparency; demonstrates highest levels of integrity

**QUALIFICATIONS, EXPERIENCE AND SKILLS :**

- B.Com or Bachelor Degree in relevant financial management field or equivalent certification. (Professional qualification in Accounting – added advantage).
- At least 5 year experience in related financial management field
- Intermediate English communication skills, both written and verbal
- Excellent personal organisational skills, including time management, and ability to meet deadlines and work under pressure
- A hands-on all round person (being able to get into details, share the task and work closely with the team to get the job done) with a can do attitude
- Willingness to travel to field offices and work in difficult environment
- Excellent people management skills/experience and proven ability to create an environment which encourages team-working and motivates a team across various geographical areas.
- Ability to work collaboratively with colleagues across the organisation developing effective working relationships to deliver outstanding results for children

**Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**Equal Opportunities**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

**Child Safeguarding:**

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

**Health and Safety**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

**For External Candidates:**

<https://stcuk.taleo.net/careersection/ex/jobdetail.ftl?job=2100053B&tz=GMT%2B06%3A30&tzname=Asia%2FRangoon>

**For Internal Candidates:**

<https://stcuk.taleo.net/careersection/in/jobdetail.ftl?job=2100053B&tz=GMT%2B06%3A30&tzname=Asia%2FRangoon>

**Closing Date : 29<sup>th</sup> July 2021**

**User Guide for Applicants at SCI:**

[https://myanmar.savethechildren.net/sites/stcico.myanmar.savethechildren.net/files/taleo\\_applicants\\_user\\_guide.pdf](https://myanmar.savethechildren.net/sites/stcico.myanmar.savethechildren.net/files/taleo_applicants_user_guide.pdf)

**Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing Save the Children employees. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.**

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