

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 Officer based in Myitkyina. Please see the following detailed information.

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

<b>TITLE: Finance Officer</b>	
<b>TEAM/PROGRAMME:</b> Myanmar Education Consortium (MEC)	<b>LOCATION:</b> Myitkyina, Home - based
<b>Number of Position:</b> 1 <b>Grade:</b> NAT- 4	<b>CONTRACT LENGTH:</b> Fixed Term
<b>CHILD SAFEGUARDING:</b>  Level 2: <u>either</u> the role holder will have access to personal data about children and/or young people as part of their work; <u>or</u> they will be working in a 'regulated' position (accountant, barrister, solicitor, legal executive); therefore a police check will be required (at 'standard' level in the UK or equivalent in other countries).	
<b>ROLE PURPOSE:</b>  Supporting MEC Finance team to oversee the financial management of the Kachin Education Consortium (KEC) members. Finance Assistant (MEC) role perform duties in monitoring the flow of all the cash transactions, ensuring their proper entry, verifying the accuracy of financial records, assisting in the report generation, monitoring the key activities of the partners from the finance aspects and recommending process and procedures for improving the financial management of the Kachin Education Consortium members.	
<b>SCOPE OF ROLE:</b>  <b>Reports to:</b> Finance Coordinator  <b>Direct Reports:</b> NIL  <b>Financial Approval:</b> No financial approval	

**External Representation:** Regular contact with MEC partners specifically Kachin Education Consortium members of detailed explanations of finance policy, regulations and donor conditions at the partners' finance team.

**Travel:** May require travel from time to time

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

- Scrutinize the partners' monthly and quarterly financial reports against with the supporting documents and prepare finding lists and communicate back to partners' finance focal for action.
- Provide support in preparing and updating finance documents as per the instructions received from the supervisor.
- Maintain, update the financial information of partners and put into MEC filing system for GLACOS data entry for monthly partner expenses.
- Follow up for fund transfers process to partners and to ensure the receiving of fund receipt vouchers as well as for ICR costs.
- To follow up the feedback reply & updated financial reports from partners on monthly basis.
- Making sure to update the proper record keeping system on financial reporting filing together with key documents like final proposal budgets, monthly and quarterly financial reports in donor format by marking sending dates to define as final version.
- Assist Finance Coordinator for KEC members' budgeting purposes.
- To maintain monitoring sheet for partners' change request
- To organize the Finance quarterly meeting with partners by the support of respective partner focal.
- To ensure the final supporting documents, financial reports and updated partners' policies are saved to the T server
- Participate in partner monitoring visit and update the monitoring check list together with follow up actions.

#### **Child Safeguarding**

- Ensure that all beneficiaries are receiving ongoing, age-appropriate verbal or written information in relevant languages about Save the Children's Safeguarding Framework.
- Ensure that Child Safeguarding activities by partners are planned for and supported.
- Provide support to Child Safeguarding Focal Points in MEC and SCI to address and follow up on any reports received from partners.

#### **General Administration**

- Assist all financial information and documentation are maintained including all financial templates final approved version and monthly and quarterly financial Reports effectively.
- 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 supervisors

#### **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 :**

- Bachelor Degree in relevant financial management field or any professional qualification in Accounting.
- At least one-year professional working experience
- Intermediate English communication skills, both written and verbal
- Excellent personal organisational skills, including time management, and ability to meet deadlines and work under pressure.
- Ability to work in a conflict sensitive environment.
- Willingness to travel to field offices and work in difficult environment according to travel requirements
- Ability to work collaboratively with colleagues across the organisation developing effective working relationships to deliver outstanding results for children
- Commitment to and understanding of Save the Children's aims, values and principles.
- Willingness and capability to comply with all relevant Save the Children policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies, including the Child Safeguarding Policy

**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=2100053D&tz=GMT%2B06%3A30&tzname=Asia%2FRangoon>

**For Internal Candidates:**

<https://stcuk.taleo.net/careersection/in/jobdetail.ftl?job=2100053D&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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