

Resources and Financial Management

31. To outline the resource requirements for programmes and ensure that systems are in place for the effective management of resources in relation to finance, transport, supplies and capital assets, including maintenance of assets register and staff vehicles.
32. To ensure that effective and secure budgetary control of the programmes' finances and expenditures are established and maintained, in line with the financial policy and procedures.
33. To prepare an annual budget for core costs and identify funding to cover costs in collaboration with HQ.

Audit

34. To ensure that the statutory accounts of the office are annually audited by an external auditor appointed for a fixed term in consultation with HQ.
35. Organise successful audits of any donor funded programme which is audited by external auditors of donor agencies in consultation HQ.
36. Support the internal audit function in the office through HQ internal auditor.

Risk Management

37. Ensure that there is an adequate analysis of the risks which could impact on the Country Office operations in Myanmar and evaluate the risk appetite of the Myanmar Country Office.
38. To ensure the development of a clear risk statement for the Myanmar Country Office in identifying risks specific to achieving organisation's objectives, and the likelihood of such risks impacting on the work of MA-UK.
39. To confirm effective controls are put in place and timely action is taken to mitigate the risks.

Security

40. Maintain an overview of the political and security context, noting how developments may affect programme work. To ensure regular reporting to the UK office on these matters.
41. To make sure that robust and effective security and evacuation plans, policies and procedures are in place and regularly reviewed and updated in order to secure the safety of all staff at all times.
42. To ensure that the Myanmar County Office security manual is developed and updated regularly in accordance with the security situation in the country and in different regions of the country.
43. To ensure that the safety and emergency policies and procedures are established, regularly reviewed and updated.

Health & Safety

44. To make sure that the health and safety policy and procedures are regularly reviewed, and that all staff are aware of them and have a clear understanding of these policies and procedures.

Commitment

45. To ensure that the organisation's mission and vision is pursued through the country programmes and activities.
46. To promote gender equality, diversity and equal opportunity in leading the field office activities.

Information and Publicity

47. Ensure MA's projects and programmes are appropriately publicised to donors, beneficiaries and national and international stakeholders, using electronic and print media, direct networking and organisation of workshops and briefing sessions.