

The FM supervises Finance Department staff by providing direct line management and professional support, ensuring that the organisation meets all statutory and other financial requirements

Duties and Responsibilities

General Financial Management

1. Represent the organization and proactively network at key forums/events in order to build credibility of MA-UK Myanmar through visibility of its work and build a good network of key contacts amongst relevant stakeholders.
2. Maintain up-to-date knowledge of effective financial management approaches and strategies and consistently apply these in the performance of the role's responsibilities.
3. Maintain and store all records in hard and soft copy formats in line with the internal data management and IT policies.
4. Ensure that all financial transactions comply with all policies, procedures, legal and regulatory requirements of MA-UK and donors.
5. Control and process bank and cash transactions for the country office
6. Ensure that all financial transactions are timely and accurately records in MA-UK's accounting system (Quick book).
7. Ensure safeguarding the assets of MA-UK Country Office and the depreciation.
8. Updating and amending the Financial Management Manual (FMM) as necessary from time to time but at least on an annual basis.
9. Collaborate with other department for smooth operation of the organization.
10. Ensure maintaining of efficient system of financial controls.
11. Ensure modification of systems and accounts are done in collaboration with Head Quarter of MA-UK.
12. Advise supervisor and SMT on how funds can be revised for new priorities/activities as needed.
13. Ensure HQ Admin fund is well managed: budgeting, usages, reports following HQ requirements and templates.
14. Participate in donor and partner meetings that discuss financial modalities/issues.
15. Perform any other duties commensurate with the accountabilities of the post.

Planning & Budgeting

1. Support and compile all projects and administrative budgets in a comprehensive country finance budget for the review by the country senior management team.
2. Verify all budgets (projects and admin) for accuracy and advice for optimum control.
3. Assist in long term planning of the organization and new programs/projects budgeting.
4. Participate in budget realignment processes and liaise between departments and program team to identify costs/activities for realignment.

Reporting

1. Ensure all reporting requirements for projects and admin
2. Closely monitor the donor reporting schedule and the program cycle to ensure timely and accurate financial donor reports are prepared & submitted in collaboration with program team.
3. Responsible for analyzing monthly BvA, burn-rate and then report to related project leaders.