

4. Supervise preparation of financial reports of sub-grantees for donors and respective reports.
5. Prepare the monthly tracking and burn rate report and share internally with suggested solution to cover over/under & other unforeseen issues.

Auditing

1. Prepare the annual accounts and/or project accounts for auditing.
2. Arrange the audit and giving the final presentation of such accounts to SMT and HQ.
3. Work in collaboration with the HQ Internal Audit & Risk Management function to strengthen our financial system and protect the organization.

Grant Management and Program Support

1. Stay current on changes in donor financial modalities; deliverables, reporting requirements and other contract-related concerns and advise program team.
2. Ensure that work plans have accurate budgets for monthly monitoring.
3. Prepare and present the financial outlook for the respective program area at monthly meetings.
4. Monitor financial spending of sub-contractors/partners and address any issues monthly.
5. Responsible for tracking the status of all budgets to be spent and expenditures to pay for each sub-grantee and share to finance monthly.
6. Make sure sub-grantee/implementing partners are complying MA-UK and donors' requirements, procedures and policies.
7. Responsible for projecting, monitoring and tracking all budgeted financial commitments for MA-UK and sub-grantees.
8. Provides compliance review of grants-related procurement, financial transactions, contracts and grants for both sub-grantees and MA-UK, Myanmar.
9. Managing budget versus actual analysis for all grants on a monthly basis.

People Management & Capacity Building

1. Provide regular coaching, guidance and support to all direct reports, ensuring they have clear SMART objectives to be reviewed in monthly one to one coaching sessions.
2. Ensure all new colleagues joining the organization receive a timely and effective Finance induction.
3. Help identify and deliver Finance training to all stakeholders, working closely with the HR department.

Risk Management

1. Maintain an overview of organizational policies, systems and procedures relevant to finance and ensure implemented appropriately through regular review.
2. Maintain a financial risk register for the country program, proactively review existing risk, identify new/potential risks and put in place measures to mitigate these risks. In addition, bring significant risks, real & potential to the attention of management & ensure timely action is taken.
3. Advise in changes to policies, statutory requirements with regards to the finance function.
4. Familiarize with the laws of the country and ensure its compliance, so that all programmes adhere to all relevant statutory / legal requirements in country.
5. Support the program team by foreseeing any issues and providing any information that may affect the financial standing of the program.