

## Qualification and Requirements

### Qualification

- Educated to masters / Post-graduate degree level from recognized university in the field of Finance, Business Management or any other relevant discipline or demonstrable equivalent experience.
- Qualified member of an accountancy body or holder of an equivalent qualification.
- Fluent in written and spoken English and Burmese with excellent interpersonal and communication skills.

### Experience

- Substantial proven post qualification experience working in a similar position in an INGO, including Senior Management experience, preferably in similar context
- Demonstrable experience of funding streams to the charity sector, particularly in institutional grants.
- Demonstrable experience of developing and successfully implementing departmental work plans and budgets to accomplish organisational objectives.
- Extensive knowledge of the technical operating principles, practices, and problems of governmental accounting, hedging, INGO accounting, budget control, procurement, collection, licensing, insurance claims, and payroll administration procedures.
- Experience in the analysis and interpretation of fiscal and accounting records and the formulation and administration of general controlling policies.
- Experience in managing projects using the QuickBooks online accounting system.
- Substantial experience in managing resources and external relationships with a range of people and organisations, including promoting effective partnerships and contracts.
- An understanding of Charity governance including knowledge of international reporting standards.
- Through understanding of financial systems and how it interacts with other operational systems to maximize its information generating capabilities.
- Understanding and awareness of Anti –Corruption processes
- Knowledge or appreciation of Myanmar in terms of its political, economic and social trends plus a good understanding of the key development and humanitarian issues in the region.
- Strong knowledge of CHS and SPHERE standards.
- IT literate with demonstrable knowledge of Microsoft Outlook, Word, Excel and PowerPoint.

### Skill

- Good networking, influencing and negotiation skills.
- Ability to work in a systematic and methodical manner, maintain confidentiality and meticulous attention to detail with high degree of accuracy.
- Excellent problem-solving skills, with the willingness to deal with problems as they arise.
- Ability to operate and think strategically, along with proven analytical skills and Project Management skills and be able use these to solve problems and make firm decisions