

34. Make sure sub-guarantee/ implementing partners are complying MAUK and donors's requirement procedures and policies.
35. Responsible for projecting, monitoring and tracking, all budgeted financial commitments for MAUK and sub-guarantees.
36. Provide compliance reviews of grant-related procurement, financial transactions, contracts and grants for both sub-guarantees and MAUK, Myanmar managing budgets versus actual analysis for all grants on a monthly basis.

#### **People Management & Capacity Building**

37. 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.
38. Ensure all new colleagues joining the organization, receive a timely and effective Finance Induction.
39. Supervise all finance staff both at Country and field offices.
40. Help identify and deliver Finance Training to all stakeholders, working closely with HR Department.

#### **Risk Management**

1. Maintain the 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 programme, proactively reviewing existing risk, identify new/potential risk and put in place measure to mitigate this risk. In addition, bring significant risks, real and potential to the attention of management & ensure timely action is taken.
3. Advise in changes to policies, statutory requirement with regards to the finance function.
4. Familiarize with the law of the country and ensure its, compliance so that all programme adhere to all relevant statutory/legal requirement in country.
5. Support the programme team by foreseeing any issues and providing any information that may effect the financial standing of the programme.

#### **Other**

1. To ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
2. To comply with all policies, procedures, legal and regulatory requirements.
3. Any other duties commensurate with the accountabilities of the post.
4. Plus any other, e.g. Travel requirements

