

JOB DESCRIPTION

Please Note: This position is only open to individuals with the right to work in Myanmar.

Job Title:	Finance and Administration Officer
Location:	Yangon, Myanmar
Reporting to:	Finance and Administration Manager, Myanmar
Type of position:	National
Contract terms and hours:	This is an open contract that is subject to continuation of funding. 37.5 hours per week.
Background	
<p>Saferworld is an independent non-governmental organisation that works to prevent violent conflict and build safer lives. We work with civil society, governments, non-state actors, and international organisations to encourage and support effective policies and practices through advocacy, research and policy development, and through programming that supports the actions of others. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East.</p> <p>Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work. The Myanmar programme started in 2012 and we established an office in Yangon in June 2015. We have 13 in-country staff and work in partnership with a range of civil society partners.</p> <p>We work with communities to identify their conflict and security concerns and needs, and assist them to engage with relevant local authorities to address the issues. We also conduct research and policy analysis and provide technical assistance to CSOs, government, EAOs and other stakeholders to help build more inclusive and responsible security and justice institutions that are accountable to the public and focused on keeping people safe. We are particularly committed to supporting women, youth, ethnic minorities and other marginalised groups to access and influence the state and non-state security and justice sectors.</p> <p>The programme has a strong focus on promoting the development of civil society actors to engage in these sectors in order to improve the situation for vulnerable communities in conflict-affected areas and to support the development of more inclusive, accountable and responsive security and justice sectors.</p>	
Job Purpose	
<p>The post-holder will be responsible for maintaining financial systems, supporting procurement and logistical arrangements and ensuring the efficient management of administration systems for our office in Myanmar. S/he will also be responsible for providing support with HR related matters.</p>	

Roles and Responsibilities

Financial management

- Maintain a computerised accounting system in line with agreed procedures (SUN system)
Reconcile bank statements, and provide monthly financial reports to the UK office
- Ensure agreed reporting dates are maintained and financial policies adhered to
- Ensure expenses are authorised and processed in accordance with agreed procedures
- Monitor project and organisational spending to ensure it is agreed to budgets
- Petty cash maintenance
- Manage the payroll ensuring all statutory payments are made
- Prepare fund requests and expenditure reports
- Prepare and maintain books of accounts, annual budget, financial reports in line with donor and in-country compliance
- Conduct field visits to support partners and monitor partner's financial reports and transactions
- Conduct and maintain records of all Saferworld financial transactions
- Ensure bill-voucher preservation and on time payment of relevant suppliers and services

Office administration

- Maintain effective office systems ensuring they are consistent with Saferworld's operating requirements
- Provide administrative support to members of staff and participants as required
- Deal with general communications – telephone and mail - and assist with the preparation of official correspondence
- Develop a filing system in the country office and be responsible for its maintenance.
- Maintain and update the contacts data base
- Maintain vendor's list useful for office purchases, services and maintenance
- Perform other administrative and organisational tasks assigned

HR

- Coordinate induction plans for new staff to ensure they are aware of finance and HR policies and best practices relating to their employment when required
- Ensure that all staff contracts are up-to-date
- Maintain up-to-date HR files, including leave and sick records and timesheets using our HR information system

Operations and Logistics

- Provide logistical support for staff traveling to project locations and for other visitors to Myanmar
- Support staff to comply with Saferworld's security policy and practices
- Update the security briefing and ensure all staff and visitors are informed of any security issues.

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Key working relationships

- Programme team (Myanmar)
- Finance and administration team (Myanmar)
- Country Manager (Myanmar)
- Regional Head of Asia
- HR and operations teams in London

Scope and accountability

Decision making and limits of authority	<ul style="list-style-type: none"> • Day to day decisions on ensuring efficient running of finance, HR and admin functions
Financial resources	<ul style="list-style-type: none"> • Responsible for processing financial payments and receipts
Other resources	<ul style="list-style-type: none"> • Responsible for maintenance and security of office premises • Responsible for specialist equipment • Responsible for updating the HR information system
People management	N/A
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Ensure that employment practices in the country office are compliant with country labour laws • Ensure all accounts are completed and recorded in line with country financial regulations

Person specification

Knowledge, qualifications and experience

- Relevant degree or qualifications, with knowledge of accounting procedures, principles and systems
- 2-3 years' experience of working in a finance and administration and/or logistical role, in NGOs or businesses in Myanmar
- Experience in strengthening financial and/or human resource capacity of partners

Skills and abilities

- Good IT skills, including in MS word and excel;
- Ability to communicate well in English and Myanmar (written and verbal). Knowledge of Karen ethnic language is desirable, but not essential;
- A positive problem-solving approach;
- Good interpersonal and team-working skills;
- A willingness to promote the work of Saferworld and develop collaborative work with others;
- Ability to work in a non-partisan manner, sensitive to differences of ethnicity, religion and gender.

Personal qualities

- Commitment to peace, justice, community safety and protection of marginalised groups
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to personal and professional development and taking on new challenges
- Commitment to the vision, mission, values and safeguarding principles of Saferworld

Other requirements

This position is based in Yangon with occasional travel to project locations and the Thai-Myanmar border.

APPLICATION PROCESS

To apply: Please complete an application form and email to Marie Aziz at jobs@saferworld.org.uk (please use subject heading: Ref: MAFO)

We will only consider completed application forms so please do NOT send your CV

Deadline for applications: 11th February 2020

We regret that only shortlisted candidates will be contacted.