



# Equality Myanmar

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## Vacancy Announcement

<b>Deadline For Application</b>	19 <sup>th</sup> Feb 2018
<b>Position Title</b>	Finance Coordinator-2
<b>Location</b>	Equality Myanmar Office, Yangon, Myanmar
<b>Reports to</b>	Finance Manager
<b>Direct Report</b>	Accountant-2 & Finance Officer (EIDHR)

Equality Myanmar (formerly HREIB) seeks a committed and enthusiastic person to join our team as **Finance Coordinator-2**. This position is full time and starts **as soon as possible**.

### Organization Background

Equality Myanmar (EQMM), formerly known as the Human Rights Education Institute of Burma (HREIB), is a nongovernmental organization that facilitates a broad range of human rights trainings, advocacy programs, and research and documentation projects which target civil society organizations and grassroots communities. EQMM is dedicated to raising widespread awareness of human rights in order to empower the people of Myanmar to engage in social transformation and to initiate rights-based solutions to social problems.

EQMM was founded (as HREIB) in 2000 in northern Thailand. Since transitioning inside Myanmar beginning in 2012, the organization now maintains its head office in Yangon with a field office in Mandalay and human rights education operations throughout the country. EQMM's main programming consists of human rights trainings and workshops, facilitation of advocacy networks and campaigns, and production of human rights print and multimedia materials, as well as research and analysis on topics relevant for its education and advocacy activities. The organization employs approximately 60 staff in Yangon, Mandalay, Chiang Mai (Thailand), and southern Myanmar.

### Duties and Responsibilities

<b>Finance Planning</b>	20%
<ul style="list-style-type: none"> <li>Assist to the Finance Manager in preparation of annual organizational budget as assigned;</li> <li>Prepare individual project budget in coordination with program manager/project coordinator as assigned; and</li> <li>Ensure budget codes are correspondence with organization accounting system.</li> </ul>	
<b>Accounting and Financial Management Operations</b>	60%

- Assist to the finance manager that the computerized accounting program must be reliable and relevant with organization internal controls policies and procedures, grants and budget;
- Provide recommendation and inputs to the finance manager for annual review of accounting and finance manual;
- Assist to the finance manager to introduce and re-discussion of accounting & finance manual to staff;
- Assist to the finance manager in the management and implementation of the organization's financial and accounting system;
- Ensure for entering accounting data including budget, bank transactions, expenses, etc into the computerized accounting system;
- Make sure the account codes to be updated with program/projects into the accounting system;
- Check data in computerized accounting system on a weekly basis;
- Verify advance, reimbursement and forecast expenditure of EQMM operation and activities;
- Verify EIDHR project expense reports with vouchers and supporting documents checked by EIDHR Project Finance Officer;
- Oversee the project's internal and external financial reports submission to meet with deadlines;
- Advise to EIDHR Project Finance Officer for follow up matters related delayed and outstanding expense reports submission than internal deadlines;
- Prepare a quarterly budget review report of each project to submit to finance manager on 15<sup>th</sup> of after each quarter;
- Maintain the organization's financial external reports calendar up-to-date and share to the relevant budget holders and program/projects management staff;
- Familiarize individual specific donor financial guidelines and requirement;
- Prepare donor financial reports under the supervision of the finance manager and ensure with reports produced by computerized accounting system;
- Facilitate the annual financial reports to be audited under the supervision of the finance manager;
- Coordinate with finance coordinator 1 and other finance team members in preparing annual financial auditing reports and relevant supporting documents;
- Assist to the finance manager for the follow up questions related with proposed budget, donor financial and audited reports in coordination with program manager;
- Provide internal trainings/workshops related financial management to EQMM staff and beneficiary groups ;
- Ensure all of the procurement process are in compliance with procurement guideline;
- Conduct monitoring & evaluation trips to project areas as assigned; and
- Maintain the organizational records of all assigned projects financial and accounting transactions.

**Team Supervisions**

**15%**

- Supervise directly to the 'Accountant 2' and 'EIDHR Project Finance Officer';
- Oversee and provide guidance to Accountant 2 for computerized accounting system management operations and EIDHR Project Finance Officer for project financial management operations; and
- Facilitate a regular meeting with supervisees to address any issues arising and monitor supervisees' performance.

**OTHER DUTIES: Undertake any other organizational tasks that may from time to time be assigned. 5%**

**Required Qualifications and Skills**

1. Myanmar National
2. Relevant experience in Accounting
3. Minimum 2 years working experience in relevant Field
4. Strong inter personal communication skill
5. Willingness to commit to full-time work for at least one year
6. Creative, independent, and highly self-motivated
7. Respect for diversity and sensitivity to other cultures

8. Preferable to have LCCI, ACCA
9. Flexible, able to work under pressure, innovative, and a team player
10. Strongly committed to human rights, social justice, and peace

### Salary and Benefits

Competitive local salary commensurate with experience; basic healthcare coverage; and related travel costs for field trips. Opportunities to engage with local, regional and international human rights advocacy networks.

### How to Apply

If you are interested in applying for this position please submit the following to [humanresource@equalitymyanmar.org](mailto:humanresource@equalitymyanmar.org) **not later than 19<sup>th</sup> Feb 2018.**

- Resume/CV
- Cover Letter
- Names and contact information for two references

For more information about Equality Myanmar and our work please visit [www.equalitymyanmar.org](http://www.equalitymyanmar.org) . For further information about this position, please contact via 09-448023569.

*Equality Myanmar is committed to equality in opportunity for all people. We have a policy of non-discrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, sex, gender, religion, national and/or ethnic origin, disability, age, sexual orientation, gender identity, political belief, or other status.*

***Only shortlisted candidates will be contacted for interview.***