



# United Against Child Trafficking

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United Against Child Trafficking (United ACT) is a youth theater group founded on 8th May, 2009 in Mae Sot (Thai-Myanmar border). The organization aims to raise awareness to the people about the issue of child rights by conducting theater performances with the goal to create abilities and capacity to young people to become bright future leaders. The members of the Team strive towards protection of children and people in the community by setting up child protection mechanism in the border area and internal child migrant and Myanmar community by conducting awareness of risks of child trafficking and children on the move. United Act principle is to practice the child participation in accordance with the UNCRC in the campaign to protect and promote the rights of the child.

## JOB ANNOUNCEMENT

**United ACT is looking for a suitable candidate for the following position:**

**Position Title:** Finance Officer (1 position)  
**Duty Stations:** Yangon  
**Report to:** Program Manager  
**Application Deadline:** 15 November 2015

### *Main Responsibilities*

#### **Finance Planning**

- Assist the Program Manager in preparation of the annual organizational budget;
- Prepare individual project budget in coordination with Program Manager/Program Coordinators; and
- Ensure budget codes are in correspondence with EQMM organization accounting system.

#### **Accounting and Financial Management Operations**

- Organize internal meetings (monthly/weekly) with the budget holders and administrative and logistic team for trainings, workshops, special event, and other related activities;
- Collect project and operations advance request from the budget holders and submit them to the EQMM Junior Finance Coordinator;
- Check weekly petty cash book prepared by admin staff then reconciles them;

- Make payments to the staff, suppliers for advances, services or good procurements
- Prepare the bank withdraw authorization forms to make withdrawals/payment from program/project bank account, submit to Program Manager for authorization;
- Prepare and record monthly accounting function including monthly cash book, bank book, cash forecast, cash flow statement, etc.;
- Prepare monthly payroll and submit to the EQMM Junior Finance Coordinator on the monthly basis
- Make monthly salary and social benefit payment to the United ACT Staff;
- Check the advance, reimbursement, liquation reports with relevant supporting documents prepared by United ACT staff; and provide an immediate follow up questions and concerns to the respective staff;
- Act as a procurement team member for finance review and payment; and make sure all of procurement for goods and services are strictly follow the EQMM's procurement guideline;
- Prepare and maintain all copies of all financial documentation including vouchers and receipts for audit/donor requirements;
- Maintain and organize supported files, records, and ensuring filing systems are up-to-date and secure;
- Maintain the United ACT's financial internal and external reports calendar up-to-date;
- Prepare monthly projects budget monitoring/review report to provide them to the United ACT Program Manager and Program Coordinator as well as EQMM Finance Manager and Senior Finance Coordinator;
- Submit checked expenditure and reimburse reports and monthly cash book to the EQMM Junior Finance Coordinator;
- Check assets register reports prepared by United ACT admin staff and conduct physical check on the quarterly basis;
- Prepare depreciation schedules and supporting documents on a monthly basis;
- Submit the checked assets reports and depreciation schedules to EQMM Senior Finance Coordinator;
- Prepare project financial report and income & expenditure statement on a quarterly basis then submit it to the EQMM Senior Finance Coordinator for verification;
- Assist to the EQMM Senior Finance Coordinator in preparation of projects annual accounts to be audited;
- Conduct monitoring & evaluation trips to program/project areas;

- Provide internal trainings/workshops related financial management to United ACT staff and beneficiary groups;
- Ensure all United Staff are aware of EQMM Finance and Accounting Manual and that they are being followed; and
- Provide Finance and Accounting policies and procedures induction and re-discussion to United ACT Staff.

### *Required Qualifications and Skills*

- Myanmar national
- A University Graduate with additional qualifications in the accounting field (B.Com , LCCI level III or any equivalent)
- Minimum 3-4 years experiences as finance and accounting roles
- Knowledge and experience working with NGO budgeting, accounting and financial procedures is advance
- High computer literacy in MS word, Excel spreadsheets and other accounting programs
- Capability with written and spoken English
- Demonstrated good interpersonal skills, financial reporting skills
- Strongly committed to human rights, social justice, and peace

### *Salary and Benefits*

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

### *How to Apply*

To apply for this position please submit the following to [thynthynnhan@equalitymyanmar.org](mailto:thynthynnhan@equalitymyanmar.org) **not later than 15 November 2015**

- **CV**
- **Cover Letter**
- **Names and contact information for two references**

For more information about United ACT and our work please visit –Facebook: United-ACT.

United ACT 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.**