



Network Activities Group (NAG)

No.51, Shukhinthar Street, Ward -27, Rose Garden, North Dagon Township, Yangon, Myanmar.
Tel: 09-450694361~5, Email: info@nagmyanmar.org, Web: www.nagmyanmar.org

VACANCY ANNOUNCEMENT

Reference No: NAG/HR-2022/0015

Title	Network Activities Group (NAG)
Country	Myanmar
Position	Finance Manager (1 post)
Duration	The initial contract will be started with 6-month probation period and the possibility to extend multiple years based on the performance
Location	Yangon (Based)
Applications closing date	28 July 2022/ (As soon as possible)
How to apply	Submit application together with 1) cover letter explaining why you would be a good fit for this role, 2) CV detailing relevant experience and qualifications, 3) recent photos and contact details for two relevant references to recruitment@nagmyanmar.org or address – “Recruitment Unit, Network Activities Group (NAG) No.51, Shukhinthar Street, Ward-27, Rose Garden, North Dagon Township, Yangon. Phone: 09 450694361~5.”
Note	Only short-listed candidates will be invited for interview. Telephone inquiries will not be responded. We are not obliged to return all received application. (Please do not send original documents as they will not be returned)

1. Background of Network Activities Group

Network Activities Group (NAG) is a national registered non-profit organization in Myanmar. In fostering our vision “Emergence of a peaceful, prosperous and dignified society that values equity and diversity”, NAG focuses on the Governance Approach, intending to necessary changes of various stakeholders and existing practices towards good governance which is essential and core for the sustainable development and win- win solutions for all stakeholders. Accordingly, NAG has engaged stakeholders of all levels and different areas including local, regional and national government departments, trying to promote interaction, good relations, and eventually coordination and collaboration among them. Given that nature of facilitating and coordinating activities, and creating networks of development efforts with partners, and promoting governance among relevant stakeholders, NAG implements livelihood, natural resources management and rural development programs and projects in Central Dry Zone, Coastal and Delta, Hilly Region and South Eastern Part of Myanmar.



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2. Requirements

The ideal candidate will have the following qualifications:

- University Degree relevance to Finance or Commerce
- Having a professional recognition such as LCCI, CPA, ACCA will be a plus

3. Experience

- A minimum of 10 years of relevant working experience with Non-Profit sector
- A minimum of 5 years as a Finance Manager or Similar post

4. Requirement

- Strong communication skills in both English and Myanmar
- Good command on QuickBooks accounting software and Microsoft Office Packages
- Comprehensive knowledge on accounting and internal controls
- Skills in budget planning, disbursement and financial monitoring
- Ability to lead the team and work with other support teams
- Strong analytical skills and problem-solving skills
- Excellent interpersonal skills and presentation skills
- Familiar with regulatory frameworks relevance to Finance
- Strengthen capacity of team members
- Ability to manage workload and meeting deadlines

5. Main responsibilities and duties

A. General Management and Leadership

- Direct supervision by Chief Executive Officer and be a member of Senior Management Team (SMT)
- Close coordination and good working relationship with Program, Program Support and Program Quality Departments
- Play key roles in contract management and provide critical inputs on financial management aspects
- Liaise with bilateral and multilateral donors on all aspects of financial aspects
- Lead capacity building and on-the-job training for relevance staff
- Assist Chief Executive Officer and Senior Management Team on development and implementation of organization strategic plans
- Identify issues and develop innovative solutions for the best financial practices
- Provide proper supervision, training, guidance and mentoring to all Finance Staff
- Review Contract and provide comments on financial management aspects

B. Administration

- Lead Finance Team on development of finance department staff plans
- Assist in writing of job descriptions for financial positions and selection of suitable applicants
- Closely working with Procurement Department on establishment of procurement procedures and expenditure authorizations.



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C. Financial Management

- Set up, operate and maintains QuickBooks system and development of procedures for tracking income / expenditure in accordance with NAG financial policy
- Supervise the preparation of allocations of funding and budgeting of planned expenses for Project Funds and Core Fund
- Communicate budgets and spending authorizations to the Program and Project Managers
- Establish banking arrangements and maintain liaison with principal bankers
- Develop a plan to minimize exposure to currency gains and losses
- Working closely with Admin and Human Resource Department to manage payroll system
- Manage the day-to-day functions of the Finance Department
- Maintain and update effective filing and documentation system
- Ensure all expenditures are met with contract terms and conditions
- Produce financial reports reflecting plan, utilization and balance of funding
- Safeguard NAG assets through best practice of internal control system and audit procedures
- Facilitate all internal and external audit assigned by organization and Donor
- Manage shared costs system to minimize overlap and gaps
- Conduct all other assigned tasks as per Term of Reference

D. Program Development and Planning

- Assist in preparation of project proposals and preparation of operation manuals
- Assist in the identification of potential funding sources
- Ensure project budget submissions and subsequent revisions in accordance with the guidelines
- Support the involvement of Program Finance Officers in the planning and development of new project and budget revision of existing project

E. Project Management and Implementation

- Analyses report on actual and planned expenditure, variance and suggests to minimize variance
- Conduct field visit for financial spot check and to support project management team
- Coordinate, supervise and prepare all financial statements compliance with contractual and legal requirements
- Coordinate with Procurement Team on establishing and maintain commodity inventory management system and control procedures.

F. Reporting lines

Report directly to Chief Executive Officer and Senior Management Team

Network Activities Group (NAG) is an equal opportunity employer and women are encouraged to apply. Network Activities Group (NAG) is committed to 'Zero Tolerance' to child abuse and sexual harassment. All Network Activities Group (NAG) staff are required to sign NAG's CoC and adhere to it at all times.
