



Network Activities Group (NAG)

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

VACANCY ANNOUNCEMENT

Reference No: NAG/HR-2022/0035

Program Finance Officer: NAG-HO

Project Title/ Program	Dry Zone Program
Country	Myanmar
Position	Program Finance Officer: 1 Post
Duration	The contract will be for a 3 months' probation period (possibility to extend, depending on project needs and staff's performance annually)
Location	Yangon
Applications closing date	15 th -December-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) Express: expected Salary amount 4) Proof of the Education Background (Copies) 5) 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, Rose Garden, Ward-27, North Dagon Township, Yangon.
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. The Role

Responsible for entering financial information and maintaining all financial records, developing and monitoring project budgets, ensure timely and accurate financial reports of the projects and for the organization. Additionally, understanding of NAG policy and procedures, donor requirements and Myanmar taxation laws and regulations. This position needs to support the Financial Process task to CEO in playing a key role for the organizations' reputation with its NAG HQ, field's project team and the financial tasks.

3. Responsibilities

Under the overall authority of Chief Executive Officer of the Network Activities Group, the direct supervision of the Finance Manager, the incumbent will perform the following duties.

- Prepare budgets for planning and coordination of the Project. Program activities, covering implementation of project components as well as the recurrent operational costs.
- Understand Donor's rules and regulations and prepare financial reports in accordance with the guidelines in the agreement with Donor.
- Understand NAG's financial policies & procedure and procurement policies.
- Manage Income and Expenditure Account by Project
- Prepare Project Monthly, Quarterly and Annual Financial Report with timely basis.
- Review cash request vouchers in Yangon HO and filed offices to ensure that all expenses are reasonable and allowable and charged in accordance with NAG policy.
- Prepare journal vouchers for all cash withdraw, deposit to bank, currency exchange and other financial related matters.
- Supervise field finance staff under the guidance of the FM to ensure smooth running of operation.
- Conduct finance training/orientation to finance and non-finance staffs.
- Keep all Records related to Project Implementation
- Filing and Documentation of all Financial Records
- Prepare monthly cash flow statement and cash/bank reconciliation statement to ensure that physical cash balance and project cash book balance
- Manage project budget to ensure that budget line items are expended as per approved budget
- Ensure that financial flow is strictly in line with NAG policies
- Maintain clear record of program funds utilization to ensure clear accountability for donor funds
- In coordination with the Project Manager, Program Officers, Program Support and Program Quality team
- Ensure timely disbursement of fund to project
- Use QuickBooks software to entry financial transactions with daily basis
- Involve in the process of organization audit and the donor audit (preparation for the required documents, dealing with the auditors throughout the process)
- Frequent travel to field offices
- Other duties assigned by supervisor



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4. Requirements

The ideal candidate will have the following qualifications:

- Bachelor's degree in an accounts discipline or Bachelor in other discipline with diploma in accounts such as ACCA or LCCI Level III
- At least five years of work experience in similar position with LNGO or INGO
- Strong Computer skills (Microsoft Office Packages) and able to use QuickBooks accounting software
- Experience with Advanced Microsoft Excel, Word and Preferable for Hands-on experience with accounting software like QuickBooks
- Team works and team spirit with strong motivation to work and ability to work in diversity working environment
- Strong interpersonal skills and organizational skills, including time management, ability to meet deadlines and under pressure
- Systematic and efficient approach to work assignments, good judgment and analytical ability
- Willingness and ability to travel to field offices (if required)
- Commitment to and understanding of Network Activities Group's aims, values and principles
- Fluency in English and Myanmar

5. Management/Collaboration

Under the overall authority of Chief Executive Officer of the Network Activities Group, under the direct supervision of Finance Manager and will report directly to the Finance Manager and Program Managements.

Close collaboration with Program and Program Support team, Partners and Donor.

6. Contract Terms

The contract will be for a period of 3 months (with 3-month probation period), with the possibility of extension based on project requirements and performance annually.

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.
