

PEACE AND DEVELOPMENT INITIATIVE-Kintha (PDI-KINTHA)
Vacancy Announcement

Job Title	Senior Finance Officer
Number of Post	1 post
Length of Contract	1 year (extendable)
Duty Station	Sittwe, Rakhine State, Myanmar
Report to	Program Manager
Benefit Packages	Basic Salary 900,000 MMK & other allowances
Application Deadline	January 31, 2022, 05:30 PM
Start Date	As soon as Possible

About PDI-Kintha

The Peace and Development Initiative – Kintha (PDI-KINTHA) was founded in 2013 in response to outbreaks of communal violence in 2012 and the more organized anti-Muslim violence that followed. Initial projects and activities sought to address the deepening religious and ethnic divisions that followed.

Early on, we focused much of our energy on building trust not only between communities affected by conflict, but also between community members and our staff. Through sports, music, and art activities we sought to transform attitudes driving conflict, raise awareness of issues underlying the conflict, and build skills to transform conflict.

We work with conflict-affected populations from central and northern areas of Rakhine State; however, following military clearance operations in August 2017 that lead to an exodus of over 600,000 people to Bangladesh and the subsequent barriers to access, we were forced to adjust the geographic focus area of some of our projects. We currently have 55 staff members implementing peace building, education, and social cohesion activities in Sittwe, Buthidaung, Kyauk Taw, and Mrauk-Oo townships (of central and northern areas of Rakhine State) as of January 2019.

Role purpose

- To provide financial capacity building support to finance team as required and to be responsible for the effective financial management including budgeting, monitoring, reporting and auditing of donor funded projects and expected to work closely with team and set up standards of good financial practices.

Duties and Responsibilities

- Initiative and leading on the process of donor and organizational auditing process.
- Making sure and verification all the financial documents are in line with donor and PDI-Kintha's policy in place prior to making any payment.

- Maintain cash receipts and ensure that payment vouchers are in order and correctly attached with relevant supporting documents.
- Ensure proactive communication and maintain good relationship between cross functional teams and finance team in PDI-Kintha.
- Maintain good communication and relationship with donor agencies, partners and program management team.
- Preparing financial reports for donor's and ensures all donor and PDI's requirements have been met.
- Ensure donors fund receive and tracking of grant submission and financial reports.
- Maintain and follow up upon the program and operation working advances.
- Initiative and leading on monthly and quarterly Financial Monitoring session with cross functional team members.
- Initiative and maintain effective filing and recordkeeping system.
- Leading and making sure all the standardized internal and external financial forms in PDI-Kintha.
- Oversee and direct daily organization's financial department processes and administrative works in office

skills and experiences

- Bachelor's degree in business administration, finance, accounting or related field; with knowledge of non- profit organizational procedures, principles and systems
- Minimum 3 years' experience in a position with similar responsibilities, preferable with an international organization, or a financial/ banking institution.
- Knowledge of the relevant donor's regulations preferred
- Understanding of data privacy standards, integrity, honesty and solid communication skills
- Demonstrated ability to work as part of a team and with all levels of management
- Good computer skills including the ability to use MS Word and MS Excel and preferable using experiences with QuickBooks accounting software.
- Considerable experience in delivering financial training using different methodologies.
- Good in spoken English and Myanmar, working in ability in written Myanmar and English.
- Solid communication skills
- Superior attention to detail
- A positive problem- solving approach
- Personal qualities of integrity and accountability.
- Self-motivated, thorough and accuracy oriented

How to apply

Applicants have to send the CV/resume and a ONE PAGE cover letter explaining your interest in the position and why you are eligible. Applicant must also provide the contact information of TWO professional references. The deadline for submitting application and related documents (Microsoft Word or pdf Version) is by Monday, January 31, 2022 to recruitment@kintha-pdi.org .

Applications will only be accepted online. Please note cv/resumes will not be considered for shortlisting. Only short-listed candidates will be contacted. If you have not been contacted by 15th February 2022, please assume your application was unsuccessful.