



Vacancy Announcement: Finance and Grant Officer

Application deadline: 7 August 2020

Title	: Finance and Grant Officer
Organization Unit	: Land Core Group
Number of Position	: 1
Duration	: 1 year (extendable contract)
Vacancy No	: LCG/VA/20-01
Duty Station	: Yangon (Frequently Travel to Project Areas)
Dead line of Application	: 7 August 2020

LCG has an immediate vacancy for a Finance and Grant Officer to be stationed in LCG's office in Bahan Township, Yangon.

Background:

Land Core Group (LCG) is a not-for-profit organization promoting fair and equitable land governance in Myanmar. We work with Government, Parliament, and civil society to reform policy, law and procedures that impact people's rights to their land - particularly women and men smallholders and indigenous communities – and promote implementation of equitable aspects of the law.

Overall Responsibility:

The Finance and Grant Officer will support the Partner Organizations, Grant Management and Financial transition management in order to achieve the maximum accountability as per LCG's policies, procedures and guidelines. He/she will directly report to the Senior Finance Manager.

Main Duties and Responsibilities:

- Following organizational core value, policies and culture:
- Responsible to review and understand all relevant organizational policies, and follow them necessarily to ensure all actions done are in line with LCG organizational policies and systems
- Become a good team worker in playing primary role and other roles collectively assigned.
- Responsible to promote LCG's organizational core values in order to create a warm, productive and conducive learning environment in the work operation
- People Management

- Responsible to supervise and coach the staff under his/her management in accordance with LCG policy guidance
- Responsible to monitor and conduct the performance appraisal with guidance of supervisor in accordance with LCG policy guidance
- Responsible to create sufficient learning for self and for the staff under his/her management to improve their individual and team work improvement

Partner Support

- Act as key contact person for matters relating to finance and grants management for assigned partners.
- Build trust and relationship with assigned organizations along with partnership process.
- Help partners to conduct organizational capacity assessments in order to identify capacity needs for improving accountabilities, key challenges and risks in organizational management. This includes project management, financial management, procurement, human resources and information management. He/she will coordinate to improve various organizational functions of partner organizations.
- In discussion with the Senior Finance Manager, prepare appropriate internal accountability requirements and capacity strengthening plans for the partner organizations.
- Coordinate and participate in capacity building trainings and regular support visits to partner organizations to help them improve in financial and administrative practice and ensure they are able to meet the contractual grant requirements.
- Review partner budgets and financial reports to ensure consistency with project plans / reports. Support/lead budget negotiations or amendments and investigate budget variances and compliance with contractual requirements.
- In collaboration with relevant Program Management Team, follow up on findings from external or internal reviews.
- In collaboration with the Senior Finance Manager, assist in developing grants management policy and procedures and tools.
- Assist in development and implementation of monitoring and evaluation plan in order to effectively improve the partners' organizational development and program performance.

Grant Management

- Ensure contracts and supporting agreements are accurate and in place for all organizations. Maintain filing systems and monitor reporting schedules for grant reporting.
- Review partner cash requests and ensure timely disbursement to partner organizations.

Financial Management

- Prepare journals to enter partner reports in the accounting software.
- Review financial reports and reconcile reports and grants outstanding with original records.
- Support audit procedures in the preparation of sample documents.
- Responsible for any other task assigned by the Senior Finance Manager.

Others

- Other duties necessarily assigned based on the relevancies and urgencies

Qualifications:

- University degree or the relevant specifications in financial management or accounting
- Minimum of three years of experience in the NGO environment and/or audit sector and accounting experience or strong knowledge of basic accounting principles.
- Excellent understanding of financial systems, internal controls and contractual compliance.
- Strong communication, good sense of humor, interpersonal and negotiation skills.
- Experience of working NGO's both international and national in a partnership relationship
- Written and verbal fluency in English
- Strong IT skills, including Excel and accounting software
- Good personal organization skills, including time management, and ability to meet deadlines and work under pressure
- Ability to work with a team and to possess demonstrated initiative, creativity and self- motivation.
- Willingness to travel to field, partner offices and work in difficult environments

Apply To:

Qualified applicants are requested to submit (1) a cover letter (referencing the job title), (2) an updated CV, (3) the expected salary, (4) available joining date and (5) three references (including name, position, and contact details) who knows your professional experience and competence, latest by **7 August 2020** by email to the following email address: tmnaing@lcmyanmar.org copy to ssnyeina@lcmyanmar.org