

# Vacancy Announcement

Ref: MAUKJV002-2018

Post	<b>Senior Program-Finance Officer (1 Post)</b>
Location	Yangon
Starting Date	March 01, 2018
Duration	One Year Extendable Contract (Probation Period 3 months)
Vacancy Opening Date	February 08, 2018
Vacancy Closing Date	February 22, 2018
Final Selection	February 27, 2018

MA-UK is an international non-profit non-governmental organization registered in Myanmar. We have been delivering aid to Myanmar since 2012. Our organization has been providing vital emergency assistance and long-term development projects to thousands of people in dire need of humanitarian assistance throughout Myanmar each year. Our areas of work include Education, Livelihood, WASH (Water, Sanitation & Hygiene), and Emergency Response.

**Report to: Finance Manager**

## Responsibilities

- Act as bridging person for financial issues related to the program in accordance with MAUK financial policies and procedures.
- Support the program and finance departments to analyze the funding and project expenses are used for related project only.
- Track all project expenses and perform the project & budget analysis report.
- Help timely preparation and submission of all donor reports and documentation.
- Help fund monitoring and analyze report to be submitted to donor and HQ at the end of project.
- Help monitoring the project and program expenses and fund utilization are aligned with MA-UK financial policies & procedures and donor requirement.

- To help notify program team of any significant budget changes that require donor approval and recommend necessary advice.
- Ensure the assets and expenses related to the project are properly send to Admin and recorded and submitted by end of the project.
- Review the budget request are in accordance with the project needs and reconciled properly before processing.
- Work closely with finance, MEAL and program managers to produce the required result and contribute to the annual report and audit process.
- To do capacity building to program staff whenever it is needed.
- Ad hoc duty assigned by management.

**Application should be sent to [hr@mauk-myanmar.org](mailto:hr@mauk-myanmar.org)  
no later than 4 pm, February 22, 2018**

**Equal Opportunity &  
Diversity Employer**