BACKGROUND

The International Rescue Committee (IRC) is one of the world’s leading agencies working in post-conflict and development contexts, supporting communities in over 40 fragile, failed and developing states. In this capacity, we work to restore safety, dignity and hope to millions who are uprooted, struggling to endure and wishing to advance on a path of development.

The IRC has been working in Myanmar since 2008 and is committed to implementing quality programming to improve the well being of the most vulnerable populations in the areas of livelihoods, water and sanitation, health, and social development. IRC programming reflects a commitment to sustainable solutions, and believes this is achieved through participatory approaches such as community driven development, community disaster risk reduction, and capacity building of local partners.

Program Summary:

Since 2011, conflict between the Government of Myanmar (GoM) and ethnic armies has displaced over 100,000 people in Kachin and Shan States in Northern Myanmar. Civilians affected by the fighting have been displaced in more than 160 locations and host communities, with the majority living in non-government controlled areas (NGCAs). In November 2013, conflict resumed in southern Kachin and northern Shan States, and spiked again between April-July 2014. The deteriorating security situation has caused over 3,000 people to flee their homes and an unconfirmed number of people to flee into neighboring China. The IRC is planning to implement a project that aims to improve access and quality to primary and reproductive health care through direct service provision using two mobile teams, emergency referral support, and health/hygiene promotion to IDPs in Northern Shan and Southern Kachin States. IRC will also support the quality and scale up of services through technical capacity building to government health and medical personnel.

The Finance Officer is responsible for assisting the Field Manager in providing effective financial management support to the Yangon Head office. Specifically:

- Assist in the implementation of all Finance policies and procedures.
- Ensure compliance with IRC and funding source policies, procedures and requirements.
• Assist the Finance Manager to prepare the monthly finance report to be submitted to IRC/NY on a monthly basis. Validation of cash spreadsheet before it is loaded in SUN.
• Ensure that statutory deductions are paid on time to avoid any penalty.
• Liaising with Program, Logistics, and Administration, prepare commitment lists every month for financial obligations already entered into but not captured in financial reports.
• Assist the Field Manager to provide training and technical support to country program, logistics and administrative staff for skills improvement in the areas of accounting, reporting and internal control.
• Assist in the preparation of the country office Operating Budgets.

Minimum Qualifications:

• **Education:** University degree in Accounting, Business Administration, Commerce or Finance with a recognized professional certificate in accounting (CPA or equivalent certificate would be preferred)
• **Experience:** At least three years of accounting professional experience and one (1) year direct supervisory experience;
• Experience with various PC and financial related software (spreadsheets, accounting packages);
• **Skills:** Must be able to function comfortably in a loosely structured but complex work environment, working and prioritizing multiple tasks ;
• Able to communicate effectively (written and verbal) in English and Burmese with program staff, management and employees.

Interested and qualified candidates are to submit a Cover Letter and Curriculum Vitae to the Human Resources Department no later than **5p.m., Tuesday 4 August 2015.**

Applications will be accepted by e-mail at: WaiMar.Naing@rescue.org or by delivery to the IRC office at the following address:

**International Rescue Committee (IRC)**  
No. 33/A, Natmauk Lane Thwe (1), Bocho (2) Quarter,  
Bahan Township, Yangon Myanmar

Due to the urgency of the role, IRC reserves the right to interview candidates before the closing date.

Note: **Only short-listed candidates will be contacted.**