



Myanmar Environment Rehabilitation-conservation Network (MERN)

JOB VACANCY ANNOUNCEMENT

Date: 11 August, 2016

Myanmar Environment Rehabilitation-conservation Network (**MERN**) is a local environmental network comprising 21 Myanmar environment-related NGOs created to collectively and effectively respond to the needs of rehabilitating the degraded ecosystems such as mangroves in coastal area, dry forest in dry zone, evergreen and deciduous forest in upland area, protecting the tree species and wildlife in biodiversity hotspot areas and promoting environmental governance. MERN is working for environmental related issues by promoting coordination, cooperation and networking, strengthening and building the capacities, raising awareness and engaging policy advocacy.

MERN is now seeking a qualified and experienced Myanmar nationals for the following positions.

Finance Officer - **1 Position** (duty station in Yangon)

Terms of reference for the position is attached.

The appointment will be made for renewable one year contract. Initial appointment will be made for three months as provisional period and extended for the remaining period if performance is satisfactory. It also requires that the incumbent needs to be immediately available after having been selected.

Applicant should submit the Application Letter with the current CV, complete contact details of the applicant & 2 professional referees, and copy of relevant certificates, in a sealed envelope indicating "position applied" to:

Central Executive Committee
Myanmar Environment Rehabilitation-conservation Network (MERN)
Room 302, Building 212-213, Sabal Marga Street, Hantharyeikmon Housing,
Ward-5, Sinmalite, Kamaryut Township, Yangon

OR

email to: mern.myanmar@gmail.com; info@mernmyanmar.org

Only **short-listed candidates will be invited** for interview. Telephone inquiries will not be responded. We are not obliged to return all received applications.

Myanmar Environment Rehabilitation-conservation Network (MERN)

Post Title	Finance Officer
Job Type	Full time
Duty station	MERN Office, Yangon with visits to project areas in sometimes if necessary
Application Deadline	26th August, 2016 (Friday)

Terms of Reference

Responsibilities:

Under the overall supervision of the Chief Executive Officer (CEO), the Finance Officer (FO) is expected to take the following **responsibilities:-**

1. Assist CEO in designing of financial system of MERN
2. Enter all income and expenditure transactions into accounting system
3. Reconcile all bank, control and other accounts
4. Prepare annual organizational and project budgets, and reports
5. Prepare monthly and quarterly income and expenditure statements, budget comparison and cash flow reports
6. Prepare and enter journal entries and adjustments into the accounting system
7. Prepare financial year end schedules, including debtors and creditors, and ensure all accounting requirements, up to and including trial balance, are complete
8. Liaise with and assist external auditor in respect of annual financial statements and related matters
9. Process banking: including deposits and daybook
10. Process all Petty Cash reconciliations on a weekly basis, or as required, including issuing cheques to float custodians
11. Assist CEO in disbursement of grant payment to recipient member organizations
12. Inspect and endorse the accuracy of financial settlement made by member organization upon their receipt of the project grant from MERN
13. Check and verify the vouchers submitted by grant-recipient member organizations
14. Advise grant recipient organization for maintaining the financial procedures in book keeping and accounting of project expenditures
15. Hold the meetings with the accountants from member organizations as necessary for smoothing the financial settlement and improving the quality of financial management over the grant provided by MERN
16. To report to Central Executive Committee in quarterly meeting about the financial status and outstanding issues
17. To perform the task as required and instructed by CEO

Qualifications:

- a. Myanmar nationality, preferred age between 25 -45 years
- b. A University Degree plus a Diploma/Certificate in Accounting, prefer B.Com./BBA (accounting) with at least 2 years' experience in financial management
- c. Minimum working experience of 3 years in development projects with a minimum of 2 years in responsible management position
- d. Experience in budget planning and financial management
- e. Fluency in spoken and written English and Myanmar
- f. Skill in use of internet, Microsoft Office Package, Spreadsheets and Database software
- g. Strategic, transparent, and flexible in thinking & working process and social skill
- h. Able to work independent and adaptable to changes and capacity to work under pressure