



Legal Clinic Myanmar

Vacancy Announcement

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| Position Title | : | Senior Finance Officer |
| Location | : | Legal Clinic Myanmar, Yangon Head Office |
| Report to | : | Finance Manager |
| No of Post | : | 1 post |
| Dead line for application | : | 13th, November (Wednesday) |

Legal Clinic Myanmar is seeking a committed and enthusiastic individual to join with Legal Clinic Myanmar team in Yangon Head Office as Senior Finance Officer. This position is full time and will report to Finance Manager.

Background on the organization & Context

Legal Clinic Myanmar (LCM) is one of the first legal organizations, playing a unique role not only in promoting and strengthening the rule of law, democracy and human rights in Myanmar by providing legal awareness trainings and paralegal trainings but standing for violated and unjustly treated people, especially for women in the court and providing free legal aid services and social support for them by strengthening the cooperation with other legal organizations or law firms since 26 August, 2011 are also as the unique role of LCM.

As Myanmar is in her transition towards democratization, its constitution grants the rights of citizenship, but most citizens are unaware of their rights and how to protect their rights using legal mechanisms. Thus, LCM decided to promote citizens awareness regarding their legally protected rights and to provide legal aid services and break the silence of citizens whose rights have been violated and treated unjustly in the sectors of land, women, child, labor and internal displaced persons with the vision that “every citizen’s legal rights will be secured through the enforcement of the rule of law”.

Primary Duties and Responsibilities

This position will have responsibility to assist Finance Manager for overall management of the financial system within the organization. The Senior Finance Officer will supervise and led the Finance Officers to ensure the effective and efficient financial management of the organization.

Funding and Budgeting Management

- Assist to Finance Manager to prepare fund request and follow up incoming fund to LCM’s Bank account in timely manner;
- Assist to calculate and modify detail budgeting plan for program activity;
- Assist to annual budgets plan in coordination with designated by Finance Manager;
- Monitoring and Analyze the budget Vs. Actual expenditures on a monthly basic and review quarterly with project implementation team;
- Ensure plan and revise budget as needed with the guidance of implementation team;
- Ensure update progress situation timely inform to Finance Manager.



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Reporting and Auditing Management

- Prepare donors reports and financial statements on an annual and bi-annual basis;
- Ensure the analyzing of internal auditing in base project and organization;
- Ensure to prepare and submit the monthly financial report and related donors requirements report to Finance Manager;

Accounting and Cash Control Management

- Ensure the implement and maintain the financial system that is complaint with LCM's policies and Organizational procedures and the donors requirements;
- Ensure the cash transactions are compliant with respective donors' guidelines;
- Monitoring and updating all data entries and check budget expenditure;
- Bank and cash reconciliation with proper documents are undertaken on a monthly basis;

Networking and Team Management

- Ability to work independently and as a member of a team to coordinate and lead the efforts of other professionals to effectively meet financial requirements;
- Work closely with LCM team to be strongly and effective communication;
- Assist to Finance Manager the related financial technical in proposal developing;
- Providing financial technical support to Branch offices through recommendations for strategic adjustments to improve results;
- Communicating effectively with colleagues, stakeholders and donors to share information,
- Ensure optimal cooperation and coordination, resolve challenges and increase the effectiveness of the financial system;
- Coordinate with program department in preparing the annual budget of operation and staff costs;

Require Qualification and Skills

- Myanmar National;
- Any graduate or preferable in related Accounting or other relevant filed;
- Sufficient Financial management experience in NGOs field at last 4 years is preferable;
- Essential in Financial reporting skills;
- Experience in leading and managing teams to ensure team members are working to their full capabilities to achieve outcomes;
- Preferable the auditing experience in related fields;
- Flexibility – ability to work with multi-disciplinary and multi-cultural people, open minded good communication skills, ability to listen diplomacy;
- Respect and regard on related organizations, partner and stakeholder;
- Excellent verbal and written communication skills in Myanmar and English. Fluency in both Burmese and English (Fours Skills)



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- Good interpersonal skills and effective communications skills;
- Ability to speak confidently with donors and partners organizations;
- Strong organizational skills including time management;
- Ability to multiple tasks under pressure;
- Essential to use Advance Excel and Micro Soft Office suite and Email/ internet;

Salary and Benefits

Competitive local salary with experience; related travel costs for field trips. External capacity opportunities will also be engaged depends.

How to apply:

If you are interested in applying for this position please submit with your updated Resume/CV, Cover Letter including **expected salary and two references person** (just name and contact) to lcm.recruitment.2017@gmail.com not later than **13th November, 2019 (Wednesday)**.

Only Shortlist candidates will be contacted;

This position is urgently needed, so we will recruit process before dead line.

For more information about Legal Clinic Myanmar and our work please visit to <http://www.legalclinicmyanmar.org> and www.facebook.com/LegalClinicMyanmar