

VACANCY ANNOUNCEMENT

August 2017

Administration and Finance Officer, Myanmar (1-year contract)

The International Commission of Jurists (ICJ) is a worldwide network of judges and lawyers united in affirming international law and rule of law principles that advance human rights.

We are seeking to recruit an Administration and Finance Officer who will be performing accounting and administrative tasks to support the ICJ's programme in Myanmar.

This position is for 1 year, which can be renewable. The ideal candidate has worked for at least three years in finance and has attained the required knowledge, skills and expertise through the completion of a degree or diploma in Accounting, Finance or Business Administration.

RESPONSIBILITIES

Reporting directly to the Senior International Programme Manager, the Administration and Finance Officer has the following responsibilities:

- Manage and monitor the financial and accounting system. Process all accounting entries;
- Assist with the preparation, implementation, monitoring and reviewing of the Programme budgets;
- Assist in the implementation of internal controls, register payment approval forms and verify the availability of funds per accrued project expenditures;
- Responsible for the Office petty cash. Prepare regular and *ad hoc* advances, payments and re-imbursements, as approved;
- Responsible for all payments/bills of the office and for seeing to the payment of invoices required for the implementation of project activities. Process Account Payable and prepare the different payment cycles;
- Assist ICJ Yangon staff, speakers and participants with travel, visa requirements and accommodation. Assist the Yangon office and other offices of the Programme when required in the coordination and organization of events.
- Maintain relationships with the bank, independent contractors and service providers as well as important contacts of the organization;
- Ensure the proper up-keep, maintenance and professional appearance of the office premises. Carry out the maintenance of the inventory and the purchasing of equipment and supplies.
- Ensure proper reception of visitors. Handle incoming telephone, faxes and emails. Organize use of posts and courier services.

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- Assist with coordinating the recruitment of staff, consultants and interns for the programme, which includes circulating vacancy announcements; organizing the preliminary sorting of resumes and arranging interviews and tests and coordinating the induction. Prepare and maintain staff files, including employment letters and leave records, for employees of the Yangon office. Assist with obtaining visas and work permits for international staff. Act as a focal point for security issues for the office.
- Perform other related duties as requested by the Senior International Programme Manager – Asia or International Finance Officer – Asia

QUALIFICATIONS

The successful candidate will have:

Education & Experience

- Degree in Accounting or Business Administration
- 3-5 years experience in the financial field; experience with an NGO and with analytical accounting an asset

Essential Skills

- Advanced knowledge of Microsoft Office, Spread sheet and Word-processing programmes; Knowledge of Accounting software an asset (SageX3)
- Fluent in Burmese and English (written and spoken)
- Knowledge of other Myanmar languages an asset.
- Attention to detail and accuracy
- Strong analytical, planning and organizational skills;
- Teamwork and interpersonal skills
- Openness and flexibility, capacity to adapt to changing priorities and needs

The ICJ is an equal opportunities employer and offers competitive salary package.

APPLICATIONS comprising a cover letter, resume, and the names of at least 2 references should be submitted by **31 August 2017** as follows:

Ref: Administration & Finance Officer, Myanmar

By email: asia-recruitment@icj.org

Please appreciate that due to the volume of applications only short listed candidates will be contacted. We cannot answer phone enquiries. Thank you for your understanding.