

## VACANCY ANNOUNCEMENT

Post Name: **International Finance Manager**  
**Denmark-Myanmar Programme on Rule of Law and Human Rights**

Post base: Yangon  
Supervisor: International Programme Manager

### **Introduction**

The **Denmark-Myanmar Programme on Rule of Law and Human Rights (2016-2020)** ('the programme') supports the Union Attorney General's Office, the Office of the Supreme Court of the Union, lawyers, CSOs as well as the law departments of Dagon and East Yangon Universities in strengthening capacities on core aspects of rule of law and human rights and supporting reform in relevant areas. The programme which has a total grant of DKK 70 million (approximately USD 10 million), is based on participatory approaches supporting partners to identify their own needs and priorities and taking the lead in implementation of activities.

The governance of the programme is based on joint decision-making with partners through co-chaired Steering Committees. The programme is part of the Denmark-Myanmar Country Programme (2016-2020) endorsed by a bilateral government-to-government agreement between Myanmar and Denmark as well as MoUs with all key stakeholders. A Joint Venture comprised of the International Commission of Jurists (lead agency) and the Danish Institute for Human Rights has been contracted to provide technical assistance to the programme through a team of experts supporting implementation.

The Joint Venture is seeking an **International Finance Manager** to manage the programme finance, ensuring high quality, effective, and timely financial management and financial reporting of all programme components. The position is based in Yangon, Myanmar, and is a full-time, fixed term role until 31 December 2020.

**The position will be contracted by the International Commission of Jurists.**

The ideal candidate has experience in high-level, programme related financial management and can ensure effective, quality, and timely management and reporting of all financial aspects of the programme funds.

### **RESPONSIBILITIES**

Under the overall supervision of the International Programme Manager and in close collaboration with the Team Leader and programme staff, the International Finance Manager will be responsible for:

- Plan, coordinate, and deliver effective financial management of the programme, ensuring compliance with established financial procedures, as well as all financial reporting requirements and deadlines;
- Verify accuracy and conformity of accounting documents and accounting entries submitted by the programme, including petty cash & bank reconciliations, cash registers and bank reconciliations;

- In coordination with all relevant parties, prepare programme/activity budgets; analyse and monitor budget-to-actual variances, and participate in budget re-alignment processes;
- Prepare internal financial reports and provide financial information to the Team Leader, International Programme Manager, programme staff, and relevant stakeholders;
- Produce intermediate and final financial reports in close coordination with the International Programme Manager and finance officers in Myanmar as well as respective headquarter finance staff;
- Supervise the financial capacity assessment of partner organisations, oversee disbursement and accounting of partner finances, and provide technical support to partner finance staff as required;
- Manage and coordinate data collection for the annual external audit and for the project specific audit;
- Participate in the implementation of the internal control system and elaboration of financial control tools;
- Participate in the definition, improvement, and implementation of financial procedures and accounting guidelines, ensuring best practice procurement procedures are followed;
- Oversee entry of financial entries into SAGEX3 accounting software, payments to suppliers, and petty cash system.
- Provide management, technical support, guidance, and mentoring to financial and administrative staff in Myanmar including through direct training on financial procedures and accounting software (SAGEX3);
- Assist in other financial and administrative tasks as required.

## **QUALIFICATIONS**

The successful candidate will have:

### **Education & Experience**

- Degree in Accounting or Business Administration or similar;
- Knowledge of analytical accounting and international audit standards and principles;
- 5 years experience as a financial manager, accountant, or financial officer, at least one of which with supervision of junior finance or administrative staff;
- Experience with capacity building within a financial context;
- Experience in working on Danish or other donor-funded programmes desirable
- Experience within an INGO an asset;
- Experience working in Myanmar, South East or South Asia is highly desirable;
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### **Essential Skills**

- Teamwork and interpersonal skills;
- Openness and flexibility, capacity to adapt to changing priorities and needs;
- Planning and Organisational Skills;
- Attention to detail and accuracy

- Advanced knowledge of Microsoft Office, Spread sheet and Word-processing programmes. Knowledge of accounting software is highly desirable (especially SageX3);
- Fluent in written and spoken English. Skills in Burmese, Danish and/or French an asset;
- Commitment to human rights and the rule of law.

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

**APPLICATIONS** comprising a cover letter, resume, and the names of at least 2 references should be submitted by **20 April 2018** as follows:

Ref: International Finance Manager, Myanmar

By email: [asia-recruitment@icj.org](mailto: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.