

ROLE PURPOSE

Role Title: Finance and Operation Coordinator
(Maternity Cover)

Division: Programs and Partners

Location: Yangon, Myanmar

Date: August 2026

Employment type: Fixed-term contract for 6.5 months with flexible work arrangement

Reports to: Country Manager- Myanmar

Number of direct reports: 1

Leadership Band: Leads Others

Purpose of the role:

The Finance and Operations Coordinator is accountable for the effective implementation of financial and operational management policies, processes and systems of FHF programs in Myanmar.

The **Finance and Operations Coordinator will own the outcomes of:**

1) Operations Coordination

- Represent FHF operations in Myanmar as the secondary point of contact for all internal and external enquiries.
- Coordinate travel and accommodation arrangements for stakeholders and consultants as and when required.
- Manage office administration, HR and health & safety records, databases, processes and correspondence as necessary
- Prepare relevant documentation, presentations, correspondence, proposals, reports and meeting records as and when required
- Support relationships with the landlord, contractors and service providers to ensure the efficient running of the office, its IT systems and other equipment
- Coordinate and maintain records for local insurance coverages.

2) Implement Financial Policies and Systems

- Take the lead role in developing and implementing appropriate financial policies and procedures for FHF programs and projects in Myanmar, ensuring that these are aligned with, and meet the requirements of, the overall FHF Finance Manual
- Provide guidance and direction for effective financial systems' implementation to partners to ensure they are fully aware of FHF's financial procedures and to strengthen their capacity to follow them effectively.
- Utilize SUN systems for data entry and financial transactions.
- Check petty cash and reconciliation are recorded accurately.
- Proceed the cash reconciliation at the end of the month.
- Carry out preparation of the payment of suppliers and bank payments.
- Receive the accounting documents from the project teams and the support teams.
- Check that invoices and supported documents are in accordance with FHF requirements.
- Ensure data integrity.
- File and archive the accounting documents as per FHF process, policies and systems

3) Management Accounting and Periodic Reporting

- Perform periodic financial report for submission to Head Office.
- Assist in the maintenance and reconciliation of all accounting records, including periodic expenditure returns and bank reconciliation statements.
- Process Partner Advance payments coordinate timely acquittal reports and confirm advance balances on a monthly basis.
- Work with closely with the FHF Finance to ensure accurate information according to statutory requirements is provided and maintain associated records.
- Produce accurate periodic financial reporting with appropriate analysis and commentary.
- Support the preparation of annual budgets, forecasts and operating plans.
- Monitor expenditure against approved budgets and propose appropriate corrective actions to ensure that any variances (i.e over or under-expenditures) are dealt with in a timely way
- Monitor cash flow at the bank and oversee the management of FHF Myanmar's cash resources.

4) Compliance with relevant laws and regulations

- Work closely with the appointed auditors to ensure full compliance local laws, regulations, and governance requirements, including labour law, tax law, social security, currency exchange and any other relevant laws pertaining to INGOs in Myanmar
- In conjunction with the auditors prepare and submit statutory returns as required
- Coordinate internal and external audit processes and ensure on-time completion.

5) Other tasks as requested by your manager.

Our Capabilities:

As a member of The Foundation Family, you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance, and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety, and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.



Essential Experience:

- At least 3-5 years' experience working for international development, government or (I)NGO, with exposure to the financial management of programs and projects
- Proven ability to provide high quality administrative and support services, including ability to develop effective systems for office administration tasks

Skills:

- Proven ability to provide high quality operational and support services, including ability to develop effective systems for office administration tasks
- Effective communication and interpersonal skills. Must be able to build and maintain relationships with a wide range of stakeholders, while exercising influencing and negotiation skills
- Fluency in written and spoken English and Burmese. In particular, must have a good level of written English for financial reports.
- Demonstrable ability to analyse, interpret and communicate financial information.
- Good problem-solving and analysis skills: demonstrates initiative when faced with challenges, can competently prioritise and multi-task

Desirable Experience:

- Sun System knowledge and experience
- Knowledge of project management.

Qualifications:

Degree in accounting/ finance or related fields

Travel:

Domestic (frequently),
Or International (when required)

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details.

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect.
This position involves "Working with children," either directly or indirectly.
This position involves working with beneficiaries, donors, and/or partners.

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

To work in The Foundation, you will:

- Be eligible to work where you will be based.
- Undergo background checks including criminal records and qualifications check.
- Undergo working with children check for positions that are identified as working with children.