

### **VACANCY ANNOUNCEMENT**

Job Title	<b>Sr. Finance Manager</b>
Department	Finance and Grants
Employment status	Full Time
Number of Position	1
Location	Yangon, Myanmar
Travel	Travel to field offices and partners as necessary
Reports to	Country Representative
Reporting to this position	Accounting and Operations Manager, Finance Coordinator, Grants Coordinator

*Community Partners International (CPI) is a U.S. nonprofit organization dedicated to empowering vulnerable communities in Asia to meet their essential health, humanitarian and sustainable development needs. Founded in 1998, the organization has grown to serve more than one million people each year. Community Partners International focuses on helping communities affected by conflict, violence, and displacement, in remote and hard-to-reach contexts, and marginalized by poverty and exclusion.*

#### **Position Summary**

Under the direct supervision of Country Representative, this position will oversee and manage all the accounting and financial management of the Myanmar country office. This includes supervising the accounting and finance units, ensuring sound internal control system, adherence to various compliance requirements, performing accurate financial data and health analysis, managing projects financial - budgeting and forecasting, and providing recommendations to the management for the necessary improvement to achieve organizational financial sustainability.

#### **Responsibilities**

- Supervise, manage and lead the Myanmar country office finance team
- Ensure timely productions of various financial reports as per the set timeline and inform critical financial information to management.
- Analyze and regularly report the overall financial performance across all the projects implemented by CPI and its partners.
- Assist Finance Director, Sr. Finance Director in implementing the policies, procedures, standardizing best practices, and strengthening the internal control mechanism.
- Take lead in developing new budget proposal, budget modification and review of budget proposal by partners.
- Review the donor agreements to identify non-compliance risk and ensure the adherence up to the partners level.
- Review the payroll prepared by HR and ensure proper allocation of cost across projects as per CPI's cost policy to ensure full cost recovery.
- Continuously monitor CPI's financial health and financial risk associated to CPI's financial management such as sub-grants, currency exchange, cash management, asset management.
- Regularly review and analyze CPI's financial statements such as various BvA reports, CPI Myanmar's final statements, core cost tracking etc.
- Regularly review and analyze the project receivables, prepayments, accruals and payables to ensure proper management actions are taken for timely collection and payments.

- Be responsible to take lead in communicating CPI's financial and accounting policies and practices to external parties such as donors, partners, authorities, audits etc.
- Oversee various financial risk in CPI's financial management as well as implementing through partners to ensure these risks are identified and proper risk mitigation actions are in place.
- Take the lead in organization capacity assessment by donors, engaging with external/internal audits, and liaise with unit leads as necessary.
- Review and ensure full cost recovery of project cost as well as country's shared cost as per CPI's cost policy to achieve financial sustainability.
- Responsible for ensuring necessary follow-up actions recommended and agreed by management as a result of external audit, assessment, or review.
- Oversee and approve the financial transactions as per the level of authority and assigned tasks
- Take lead in preparing the Annual Operating Budget for Myanmar Country office in consultation with the Myanmar Country Representative.
- Ensure sound internal control system over the day-to-day financial management and operation of CPI Myanmar.
- Perform any other related duties as assigned by supervisor.

#### **Partner Support**

- Provide technical support to partners relating to financial management capacity, Fraud awareness, financial risk etc.

#### **Capacity Building and Supporting other Staff**

- Work closely with HR on the staff development plan and implementing the plan for finance staff
- Oversee financial trainings and provide expert opinion in project Financial management to CPI and partner staff to improve their skills in understanding the accounting, reporting and internal control.

#### **Operations and Administration**

- Supervise and oversee the financial management system and practices of Myanmar office
- Take lead in liaising with donors' finance focal and external audit to provide explanation to audits, ensure follow-up actions in place and advocate for the donor as necessary
- Participate in budget negotiation with donors as well as partners for the country projects

#### **ESSENTIAL SKILLS**

- Professional master degree qualification in Accounting, Finance or similar degree.
- At least 7 years of experience working in INGO setting overseeing the grants, accountings and financials with minimum 3 years at managerial level in finance.
- Strong computer skills especially in Excel, PowerPoint and Sun accounting system.
- Very good in written and verbal skills in English.
- Skills in managing changes, providing capacity building trainings, team building, ensuring quality and achieving results.
- Ability to work under pressure and effectively in a complex work environment, setting competing priorities and willingness to travel.
- Excellent interpersonal skills, including cultural sensitivity, assertiveness and negotiating skills.
- Ability to carry out the responsibilities independently with minimal technical support.

## **APPLICATION INSTRUCTIONS**

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:

Email: [hr.ygn@cpintl.org](mailto:hr.ygn@cpintl.org)

- The closing date for application is 17:00pm, **(14-June-2026, Sunday)**, Yangon, Myanmar.
- Please clearly mention the Position, Location and VA Number you are applying for in the email Subject Line.
- **As this position may be filled before the application deadline, candidates are encouraged to apply as early as possible.**

## **CPI's Value**

- At CPI, we believe that all people have right to live their live free from sexual violence and recognized that there are unequal power dynamics across the organization. CPI does not tolerate discrimination and harassment under any circumstances and will take disciplinary action, which may include dismissal, against any worker who discriminates or harasses any worker. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.
- CPI is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.

## **Note to Candidate**

- Candidates are required to declare in advance that should there be any relative or family member currently being employed in CPI. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted
- Contract and position are contingent upon successful award of the project and final approval by the donor.