



URGENT!
TBC is now recruiting...



Finance Manager

The Border Consortium (TBC) works through community-driven processes to support displaced and conflict affected communities in refugee camps in Thailand and villages across south eastern Myanmar. Now we are **URGENTLY** seeking a **Finance Manager** to join the team.

Job Purpose:

TBC's Finance Manager will oversee management of contracts, financial management and donor compliance by sub-grantee partners who are coordinating relief and supporting recovery of displaced and conflict-affected communities in southeastern Myanmar.

Reporting Line:

This job reports to Myanmar Programme Director and Finance Director.

Type of Employment/ Location:

Full time / Thailand

Job Responsibilities:

Core Responsibilities & Duties

Sub-grant contractual management

- Prepare Letters of Agreements (LOAs) with sub-grant partners including budgets, allowable costs, donor compliance issues, banking details and fund transfer schedules.
- Monitor compliance with LOAs and prepare Amendments when required.

Sub-grant budget oversight:

- Review budget proposals from sub-grant partners and provide recommendations for improvement.
- Draft budget proposals for donors, inclusive of disaggregated budgets for sub-grantees.
- Customise financial reporting templates for sub-grantees which link to both TBC's Chart of Accounts and the respective donor's approved budget.
- Manage the disbursement and liquidation of advances to sub-grant partners

Accounting oversight:

- Validate expenses are eligible costs and allocated to the correct budget line in financial reports
- Facilitate training in the use of accounting software (eg Quickbooks) for TBC and sub-grantees' staff

Financial Reporting:

- Monitor exchange rate fluctuations and impacts on the burn-rates of individual sub-grantees and different grants on a monthly basis. Prepare and update spending requirement as key variables change.

- Reconcile expenses reported by sub-grant partners against their respective budgets on a regular basis.
- Draft consolidated financial reports from sub-grantees and TBC's operating costs for multiple donors including New Zealand MFAT, FCDO, UNOPS/LIFT, UNOPS/NRM, USAID, BPRM and Australian DFAT

Donor compliance:

- Monitor compliance by TBC staff and implementing partners to the standards expected by donors, including prevention, detection and reporting of fraud and corruption.
- Lead and coordinate the TBC's response to external audits of the Myanmar programme, including preparation of receipts and supporting documents.

Capacity Development:

- Identify financial management capacity constraints amongst sub-grantees and TBC Field Administrators.
- Coordinate the development of financial management skills and procedures amongst sub-grantee partners and TBC Finance staff in the field
- Assist and support TBC Finance with trainings in Fraud and Corruptions policy for TBC staff and partners

Networking and Representation:

- Represent TBC in meetings with donors, including New Zealand MFAT, FCDO, UNOPS/LIFT, UNOPS/NRM, USAID, BPRM, Australian DFAT, as assigned.
- Represent TBC in meetings and workshops with over 30 implementing partners, as required.

Occasional Significant Duties

- Travel in Thailand and Myanmar to monitor and coach financial management staff and sub-grant partners
- Interpretation between English, Burmese and Thai languages
- Support TBC headquarters with the statutory audit as needed

Job Requirements:

- Graduate degree in Accounting or Finance
- 5 years of experience with donor requirements for NGOs
- Burmese and/or English language
- Thai residency/citizenship
- High competency in MS Excel and Quickbooks software

Application Closing Date : 23 October 2022

Expected Start Date : December 2022

How to Apply:

- Please submit a current CV/resume including 2 references and a cover letter explaining why you are suitable for this post to hr@theborderconsortium.org
- Only short-listed candidates will be contacted.

TBC is an equal opportunity employer that values diversity at all levels.

(Minorities/Females/People with Disabilities)