



Equality Myanmar

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Vacancy Announcement: Finance Manager

Job Title: Finance Manager

Job Type: Full-Time contract

Location: Chiang Mai, Thailand

State Date: 1st February 2025

This position is open only for Myanmar Nationals.

Summary

Equality Myanmar (EQMM) is a local NGO dedicated to promoting the human rights of people from Myanmar through human rights education and advocacy. EQMM was founded as the Human Rights Education Institute of Burma (HREIB) in Thailand in 2000 and was renamed and re-located to working exclusively inside Myanmar in 2013.

Some of what you'll do:

- Make certain that all finance systems and procedures are highly reliable, finely tuned and well delivered with an aim toward pro-active rather than reactive action.
- Manage the computerized accounting program must be reliable and relevant with organizational internal controls policies and procedures, grants and budget
- Oversee EQMM head office day to day financial management operations.
- Develop, manage and implement accounting and finance manual, and recommends to the management committee for their modification or change.
- Prepare the overhead/core cost percentage rate(s) calculations as well as the annual organization budget which includes individual projects budget with assistance from the Finance Coordinators and advice of the Deputy Director and update the budget as and when changes are required.
- Prepare annual organizational budget.
- Represent as a member of senior management team;
- Serve as finance Team Leader, coach, and advocate for finance staff;
- Supervise directly to the Finance Coordinators.

Qualifications

Required:

- Must be Myanmar Nationality
- Has relevant bachelor degree in financial Management or accounting, LCCI or accredited accounting certificate or Master degree in financial management or accounting is an asset.
- At least 3 years of similar role and responsibilities with INGO, NGO and CSO
- Must be able to plan, prioritize, and manage their own activities and office workflow even when working under tight deadlines and during stressful periods.
- Ability to work with challenging and conflict-sensitive environments.
- Ability to establish, maintain, and foster cooperative working relations with relevant stakeholders.

- Ability to communicate clearly and concisely both written and oral in English and must have effective communication, mobilization and problem-solving skills.
- Must be willing and able to adapt to changing work requirements and priorities that may require overtime or extended hours.

Desired:

- Strong demonstrated understanding about human rights
- Creative, self-motivated, and a critical thinker
- Respect for diversity and sensitivity to other cultures
- Flexible, willing to learn new skills, able to work under pressure, and a team player

What we are looking for:

- Strong and effective communicator, both written and verbal, with excellent interpersonal skills
- Ability to work independently as well as maintain a positive working relationship with colleagues
- Perform multiple tasks under tight deadlines while maintaining accuracy and quality
- Strong attention to detail and follow-through

Salary and Benefits

- Competitive local salary commensurate with experience
- Monthly health allowance
- 13-month salary based on result of staff annual performance
- Opportunities to participate in periodic professional development trainings and conferences

How to apply

Interested and qualified candidates should send a cover letter, CV, and relevant supporting documents to the Human Resources Officer at ahc.eqmm@protonmail.com no later than 5 pm, Thailand time, on 10 January 2025

We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement. The information you provide will be used for deciding who'll be selected for the next step in our process. Successful candidates will need to be willing to provide two names and contact information for professional references before an official offer can be made.

Only shortlisted candidates will be contacted for interview.