



## Vacancy Announcement

**Job Title: Grants Coordinator**  
**Job Type: Full-Time Contract**  
**Location: Chaing Mai, Thailand**  
**State Date: 9 September 2024**

### 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:**

- Ensure donor financial reports are timely produced.
- Review and analyze respective donor budgets, expenditure, and variances and advise to respective project management team.
- Lead and support the development of the annual budget and monitor throughout the year.
- Ensure all advances are timely transferred and settled.
- Lead and support all project donor auditing and organization's audit.
- Strengthens coordination among team members.
- Lead in the Performance evaluation process for respective team members.
- Analyze monthly payroll and monitor Personnel costs.
- Keep all files systematically in both electronic and hardcopy formats.
- Coordinate with other departments to ensure compliance of the organization's policies and procedures.
- Collaborate with HR team to follow up on record timesheets and leaves.

**This position is open only for Myanmar Nationals.**

### Qualifications

#### **Required:**

- Must be Myanmar Nationality
- Minimum Bachelor's degree, preferably in Accounting. Holding of CPA, ACCA is an asset.
- A minimum of 5 years' experience in a similar role and responsibilities.
- An analytical mind with strong attention to detail.
- Outstanding organizational and problem-solving skills.
- Knowledge in Office Word and Microsoft Excel.
- Strong knowledge of Quickbook is an asset.
- Enthusiastic to learn and share experiences.
- 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.
- Understanding on digital technology skills using various software and mobile apps, including Microsoft Word, Excel Power Point, Skype, Zoom, Google Workspace (Gmail, Drive, Docs, Calendar, etc.), Proton mail, and Signal.

**Desired:**

- Strong demonstrated understanding about human rights
- Creative, self-motivated, and a critical thinker
- High level of communication and teamwork
- Respect for diversity and sensitivity to other cultures
- Flexible, willing to learn new skills, able to work under pressure and respect deadlines, 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 stipend for healthcare coverage
- 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](mailto:ahc.eqmm@protonmail.com) no later than **5 pm, Thailand, 1 September 2024 (Sunday)**.

We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement. 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 an interview.

<b>Accounting and Financial Operations – 20%</b>
Assist to the Admin and Finance Manager that the computerized accounting program must be reliable and relevant with the organization internal controls policies and procedures, grants and budget.
Ensure for entering accounting data including budget, bank transactions, expenses, advance settlement, payments, reimbursements, etc. into the computerized accounting system.
Check data in computerized accounting system on a bi-weekly basis.
Review and update account codes and chart of account and make sure to be updated into the computerized accounting system for the particular grant

Check reimbursement and expense reports with relevant supporting documents against with approved advance requests (i.e donor code, class list, activity code, approved budget, budget variation note, etc.)
Verify advance, reimbursement and forecast expenditure of EQMM operation and activities for the respective grants.
Check the variance explanation for 10% under/over expenses whether it's reasonable.
Provide recommendations and inputs to the AFM for annual accounting and finance manual review.
Act as one of Project Management Team or Project Evaluation Team for sub grants financial management support.
Ensure and review all transactions are completed with supporting documents in accordance with EQMM's finance and procurement policies and donors' guidelines.
Provide immediate follow up questions and concerns on expenses and supporting documents.
Perform to dispose of finance documents under the supervision of the Admin and Finance Manager.
Review monthly HR and operations costs review by each donor and reconcile with annual budget.
Prepare monthly overall grants review and to provide regular update to Admin & Finance Manager.
Conduct monitoring & evaluation trips to project areas as assigned.
<b>Financial Planning – 10%</b>
Lead and Responsible for annual budget preparation, grants proposal by the close collaboration with Admin & Finance Manager.
Monitor activities' codes and reflect in the accounting system in the beginning of the each project by coordinating with Admin & Finance Manager.
<b>Financial Reporting and Auditing – 20%</b>
Familiarize individual-specific donor financial guidelines and requirements.
Maintain the organizational records of all assigned projects financial and accounting transactions.
Facilitate and lead the coordination meetings with project focal staff for budget and variances review and analysis on the quarterly basis
Prepare a quarterly budget review report of each project to submit to Admin & Finance Manager on 15 <sup>th</sup> of after each quarter.
Manage the project's internal and external financial reports submission to meet with deadlines.

Prepare donor financial reports and ensure with reports produced by computerized accounting system and specific donor formats.
Assist to the Admin and Finance Manager to facilitate the annual financial reports to be audited; Perform final check to finance documents, documents packages preparation and arrange to send them to the audit firm in coordination with Finance coordinator and delegate to the Grant officer.
Assist to the Admin and Finance Manager to response auditor queries and provide required documents.
Assist to the Admin & Finance Manager for the follow up questions related with proposed budget, donor financial and audited reports in coordination with program manager
Submit, request and advise to Admin and Finance Manager for reversals for any adjusts.
Conduct internal trainings/workshops related financial management to EQMM staff and beneficiary groups.
<b>Fixed Assets Management – 10%</b>
Verify fixed assets depreciation yearly schedule prepared by Grant Officer and report it to the Admin and Finance Manager.
Prepare annual fixed assets and depreciation report by the collaboration with Grants Officer and submit it to the Admin and Finance Manager .
Ensure the physical assets count to be performed on a yearly basis in coordination with the operations team.
<b>Organization Policy – 10%</b>
Assist to the Admin & Finance manager to review and amend the Finance & Accounting, Provide recommendation and inputs to the Admin & Finance Manager
Facilitate to introduce and re-discussion of the Finance & Accounting Manual to staff and sub grantees
Ensure all the procurement processes are followed according to EQMM's and donors' procurement guidelines
<b>Pay Roll – 10%</b>
Prepare and manage monthly payroll, and social benefits are respectively allocated to the particular grants.
Review and prepare monthly salary expense reports to ensure the required documents are thoroughly enclosed (such as apportion sheet, etc.), and submit for approval to Admin & Finance Manager.
<b>Team Supervision - 10%</b>
Supervise directly to the 'Grants Officer'.

Oversee and provide guidance to Grant Officer for donor compliance and monthly expenditure review.

Facilitate a regular meeting with supervisees to address any issues arising and monitor supervisees' performance.

**OTHER DUTIES:**

**10%**

- Undertake any other tasks that may be assigned from time to time.