



Equality Myanmar

Vacancy Announcement

Job Title: Grants Officer

Job Type: Full-Time Contract

Location: Chiang Mai, Thailand

State Date: 1 January 2025

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.
- 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
- Fluency in English (written and speaking). Proficiency in Thai and/or Myanmar is a strong asset.
- Bachelor's degree, preferably in Accounting. Holding of CPA, ACCA is an asset.
- A minimum of 3 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.
- Sound knowledge in QuickBooks.
- 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 environment.
- 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 no later than **5 pm, Thailand, 22 December 2024**.

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.

Accounting and Financial Operations	30%
Computerized Accounting <ul style="list-style-type: none"> • Expenses, Reimbursement, Managing Expenditure Posting • Check data in the computerized accounting system on a bi-weekly basis. • Ensure for entering accounting data including budget, bank transactions, expenses, advance settlement, payments, reimbursements, etc. into the computerized accounting system. 	
Expenses, Reimbursement, Managing Expenditure Verification <ul style="list-style-type: none"> • 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
- 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.
- Manage the project's internal and external financial reports submission to meet with deadlines.
- Ensure and review all transactions are completed with supporting documents in accordance with EQMM's finance and procurement policies and donors' guidelines.

Filing and Documentation

- Oversee the filing of finance documents (both electronic and hard) in office and online data storage to be updated and well organized and in a good order.

Financial Planning	20%
<ul style="list-style-type: none"> • Lead and Responsible in respective grant revision approvals • Monitor activity codes and reflect in the accounting system in the beginning of each project by coordinating with the GC and AFM 	
Fixed Assets Management	10%
<ul style="list-style-type: none"> • Verify fixed assets depreciation yearly schedule prepared and report it to the Grants Coordinator. • Ensure the physical assets count to be performed on a yearly basis in coordination with the operations team." • Assist to Logistics Person in the Yangon Store Room Management if required" 	
Financial Reporting and Auditing:	20%
<ul style="list-style-type: none"> • Familiarize individual-specific donor financial guidelines and requirements. • Maintain the organizational records of all assigned projects financial and accounting transactions. • Act as one of Project Management Team or Project Evaluation Team for sub grants financial management support." • Provide recommendations and inputs to the Grants Coordinator for annual accounting and finance manual review." • Prepare a quarterly budget review report of each project to submit to Grants Coordinator on 15th of after each quarter. " • Manage the project's internal and external financial reports submission to meet with deadlines." • Prepare donor financial reports under the supervision of the Grant Coordinator and ensure with reports produced by computerized accounting system and specific donor formats." • Assist to the Admin and Finance Manager and Grant Coordinator for the follow up questions related with proposed budget, donor financial and audited reports in coordination with program manager" • Assist the Grants Coordinator in facilitating the annual financial reports to be audited; Perform final check to finance documents, document package preparation and arrange to send them to the audit firm in coordination with the finance coordinator." • Assist to the Grants Coordinator to response auditor queries and providing required documents." • Submit, request and advise to Admin and Finance Manager with the endorsement by Grant Coordinator for reversals for any adjustments." 	

<ul style="list-style-type: none"> Review monthly HR and operations costs review by each donor and reconcile with the annual budget." 	
Organization Policy	10%
<ul style="list-style-type: none"> Assist to the Admin & Finance manager to review and amend the Finance & Accounting, Provide recommendation and inputs to the Admin & Finance Manager Ensure all the procurement processes are followed according to EQMM's and donors' procurement guidelines 	
Pay Roll	10%
<ul style="list-style-type: none"> Prepare and manage monthly payroll, and social benefits are respectively allocated to the particular grants Prepare monthly salary expense reports ensure to attach the required documents (such as apportion sheet, etc.); then report to the Grants Coordinator for verification and AFM 	
OTHER DUTIES: Undertake any other organizational tasks that may be assigned from time to time.	