



JOB DESCRIPTION

JOB TITLE: Finance and Grants Coordinator	
SUPERVISER:	GRADE:
REPORTING TO POSITION: Deputy Country Director – Programs, with dotted line to Finance function	WORK LOCATION: Bangkok/ or remote
BUDGET RESPONSIBILITY:	TEAM: Program Support (firewalled)
INTRODUCTION: <p>CARE is an international development and humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development efforts and providing emergency assistance. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities.</p> <p>CARE International in Myanmar’s programs focus on Crisis Response, Right to Food, Water and Nutrition, Right to Health and addressing inequalities faced by women and girls (Violence against Women and girls, women Voice and Leadership and education).</p>	
PURPOSE OF THE POSITION: <p>The Senior Finance and Grants Officer/Coordinator will oversee financial management, reporting, and partnership finance in one state in Myanmar. This role ensures accurate financial reporting, budget monitoring, and compliance with organizational and donor regulations. The coordinator will manage Financial Service Provider (FSP) transfers from HQ treasury to country offices and partners, ensuring timely and efficient disbursement. Additionally, they will support partner financial capacity building, conduct risk assessments, and collaborate with cross-functional teams to strengthen financial management systems. This position requires close coordination with finance and program staff, as well as engagement with senior leadership at both program and international levels. The position will work from the Bangkok office and support the Myanmar operations of CARE.</p>	
MAIN RESPONSIBILITIES: <p>Compliance and Internal Control</p> <ul style="list-style-type: none">• Ensure that financial management and operational requirements align with CARE policies and that internal controls reduce financial risk.• Provide support to ensure compliance with donor policies, procedures, and CARE contracts.• Prepare for audits in collaboration with finance and program teams.• Address and prevent negative audit observations by implementing corrective actions.• Ensure all finance staff understand and adhere to relevant CARE policies.• Report any concerns regarding violations of policies, conflicts of interest, or fraud to the line manager.• Record transactions in the financial system and ensure internal controls adhered at all level	



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GRANTS MANAGEMENT

- Provide accurate financial management information and advice to internal and external stakeholders.
- Ensure all grant deadlines, compliances and reporting schedules are met.
- Coordinate budget changes, No Cost Extensions, financial reports, and donor documentation with program teams and senior staff.
- Prepare fund requests to donors and follow up on receivables.
- Work closely with program staff to address financial management issues.
- Assist senior program personnel in preparing project Costed Work Plans.
- Maintain complete program documentation, including contracts, agreements, and financial reports.
- Respond to donor queries in coordination with CARE personnel.
- Provide monthly financial reports and variance analysis to program staff.
- Ensure timely and accurate donor financial reporting.
- Develop innovative solutions to improve grant and donor financial reporting

FINANCIAL MANAGEMENT IN PARTNERSHIP

- Oversee partnership due diligence to ensure compliance with CARE policies and procedures.
- Coordinate the Due Diligence Assessment (DDA), Partner Funding Agreement (PFA) process, fund transfers, and financial reporting with partners and HQ teams.
- Ensure accuracy and completeness of partners' financial data in the system.
- Support partners in budget preparation and Costed Work Plan (CWP) development.
- Ensure timely financial reporting from partners and verify financial reports.
- Monitor fund balances, fund flow processes, and cash projections for partner

FINANCIAL MONITORING AND RISK MANAGEMENT

- Conduct financial monitoring visits to partners to ensure compliance with procedures and donor regulations.
- Identify and mitigate financial risks through consistent monitoring and reporting.
- Review internal and external financial reports related to partnerships for accuracy and timeliness.

Other Responsibilities

- Promote a safe and secure work environment in compliance with CARE safety policies.
- Uphold CARE's commitment to equality, diversity, and cultural sensitivity.
- Ensure adherence to CARE's Child Protection policies.

EXPERIENCE AND QUALIFICATIONS:

- Minimum Bachelor's Degree in Accounting, Finance or Commerce / Economics, Business Administration or equivalent.
- Minimum of 5+ years accounting and finance experience
- Experience of working in donor environment is an advantage.
- Demonstrated capacity to perform under pressure in a complex working environment
- Excellent communication skills, both written and oral in the English language.



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- Fluent oral and written communication in Burmese language is highly preferred..
- Excellent interpersonal skills including the ability to develop harmonious teams in a cross cultural context
- Good coordination, analytical, problem solving and coaching skills
- Demonstrates detailed and comprehensive knowledge of technical area (finance and accounting).
- Advanced computer literacy, including excel processing packages and power point is required. Knowledge of SUN and Vision / People soft is an advantage

APPROVED BY:

DATE: