



## **JOB DESCRIPTION**

Job Title	<b>Finance and Grants Coordinator</b>
Department	Finance and Grants
Employment status	Full time
Number of positions	1
Location	Chiang Mai, Thailand
Travel	Up to 30% of work time
Reports to	Senior Operation Manager
Reporting to this position	Nil

**Inspire Asia (IA)** is a community-based non-government organization established to empower local communities for their sustainable development. INSPIRE ASIA works together with local organizations to increase their capacity to deliver essential health, education, development, social and humanitarian assistance services in Myanmar and Thailand. For over a decade, INSPIRE ASIA has honed its expertise in equipping local partners and organizations with the skills and resources needed to provide primary healthcare, education, livelihood opportunities, and community development programs in both suburban and remote areas.

IA is currently seeking a qualified candidate for the position of **Finance & Grants Coordinator**. The Finance and Grants Coordinator will support the Senior Operation Manager to track the overall financial and grants management including donor compliance and reporting. This is a unique opportunity to gain valuable experience and provide technical and strategic support to diverse local partners of IA in Myanmar.

### **PRIMARY RESPONSIBILITIES**

- Work closely with Senior Operation Manager and program staff to coordinate pre-award assessments of sub-recipients
- Coordinate with the relevant program staff in reviewing partners' proposed budgets and budget narratives to ensure compliance with donor and organization's policies
- Coordinate with the program team to develop subcontracts/ letters of agreement
- Regularly monitor and review partner's submitted financial reports together with IA program focal, and provide feedback on findings as required



- Review expense documentation/ transactions and receipts for completeness and accuracy to ensure that partners' expenses are in line with their approved budget, well documented and supported by receipts, and comply with donor and organization's policies
- Ensure that partners' payment requests are checked against their approved budgets, costed work plans.
- Provide feedback to partners as needed and facilitate timely payment transfers to partners.
- Ensure sound record keeping of finance and grants-related documents, and ensure that partners' financial data are accurately recorded in a timely manner in the accounting software
- Support internal and external project audits of IA and partner organizations
- Any other task assigned by the Finance and Grants Manager

### **PARTNER SUPPORT**

- Conduct oversight including financial monitoring visits to partners' offices and implementation sites, and provide technical support to partners to ensure that their financial management systems comply with donor and organization policies
- Provide training, guidance, and ongoing technical support to IA staff and assigned subgrantees to ensure full understanding of and compliance with IA policy and donor's rules and regulations related to financial procedures and budgetary controls

### **ESSENTIAL SKILLS**

- Bachelor's degree in administration, accounting, finance, or related field
- Minimum 4 years of experience working with accounting/finance/grants in non-profits on donor-funded projects, preferably funded by the UN and USAID.
- Demonstrated knowledge of non-profit financial management, subgrant management, budget development, and monitoring
- Experience in capacity strengthening and a strong commitment to partnership
- Excellent written and oral communication skills in English and Burmese.
- Ability to establish priorities in a time sensitive environment and meet deadlines with strong attention to consistency, detail, and quality.



- Proven ability to multi-task, work collaboratively across diverse teams, work independently, and deliver results
- Flexibility to allow for travel (up to 30% of work time), variable working hours, and some modifications of tasks and responsibilities as team and project needs change

### **APPLICATION INSTRUCTIONS**

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to **Email:** [hr@inspire-asia.org](mailto:hr@inspire-asia.org)

- The closing date for application is **31<sup>st</sup> January 2025**.
- Please clearly mention the Position and Location you are applying for in the email Subject Line.
- INSPIRE ASIA is an Equal Opportunity Employer and considers all applicants based on merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.
- Candidates are required to declare in advance should there be any relative or family member currently employed in INSPIRE ASIA. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted.
- Contract and position are contingent upon the successful award of the project and final approval by the donor at all levels.

**\*ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED FOR PERSONAL INTERVIEW.**