



Finance and Administrative Director

Job Title	Finance and Administrative Director
Report to	Executive Director
Start Date	As soon as possible
Contract Duration	Two years minimum contract (subject to six-month probation)
Salary and Benefits	Based on experience and compatible with local rate
Application Deadline	20 October 2024

Overview of Progressive Voice

Progressive Voice (PV) is a cooperative, collaborative, and participatory rights-based policy research and advocacy organization rooted in civil society, maintaining strong networks and relationships with grassroots organizations and community-based organizations throughout Myanmar. It acts as a bridge to the international community and international policymakers by amplifying voices from the ground, and advocates for a rights-based engagement and policy on Myanmar. PV upholds the values and principles of peace, human rights, non-discrimination, justice, and self-determination, and teamwork based on mutual respect, recognition, cooperation, and collaboration.

Job Purpose

PV is looking for an experienced, committed, thoughtful, and team-player professional for the position of Finance and Administrative Director (FAD) to maintain the organization's financial health and administrative efficiency. This includes planning and budgeting, ensuring the effective implementation of the organization's financial policies and procedures, managing financial controls and ensuring their accuracy, while managing the daily organization's administration and operation in compliance with the policies of the organization and managing Finance and Administrative Department staff. FAD will join the Management Team as a member and work closely with the Executive Director and all staff at PV in organizational and financial management matters.

Duties and Responsibilities

Finance

- Manage the Finance and Administrative Department and department staff;
- Develop budgets and monitor and analyze the overall budget of the organization;
- Manage the financial controls, security, and direction of the organization, including financial allocation, managing cash flow, identifying potential financial gaps, and seeking solutions;
- Implement, monitor, and propose any amendments as needed, on financial policies and procedures and internal controls;
- Approve financial requests, disbursements, and reports from other department directors and staff;
- Oversee accounting operations and ensure all items are accurate and in line with the approved budgets, donor agreements, and organizational policies and procedures;
- Prepare financial reports, produce an accurate overall annual balance sheet, oversee the financial audits and evaluations, and ensure these are done in a timely manner for donors and the Advisory Board of the organization;
- Oversee cash management and financial reconciliations;
- Ensure financial records are filed and organized systematically;
- Oversee the fixed assets register of the organization;
- Assist the Executive Director on donor relations; and
- Submit a quarterly financial report to the Management Team;

Administrative

- Manage the administration of the organization and ensure its effectiveness, including ensuring the completion of all administrative tasks and adherence to organizational policies and procedures;
- Implement protocols, guidelines, and procedures for administrative processes, including identifying key areas for improvement;
- Work in tandem and coordinate with other departmental directors:
 - for staff recruitment, including creating or amending job descriptions and implementing hiring process, preparing offering letters and contracts, and ensuring the orientation in a timely manner for incoming staff to understand the work and financial and administrative policies and procedures of the organization;
 - ensure a safe and healthy working environment, including monitoring and analyzing security related to the work environment and staff well-being;
- Oversee daily administrative support to the departments and overall organization functions, including logistics for program implementations for meetings, trips, and events;
- Oversee and manage the filing of organizational documents and databases and ensure that they are organized systematically;
- Seek out and identify capacity-building opportunities, activities, and courses for Finance and Administrative Department staff to enhance performance;
- Submit a quarterly activity report to the Executive Director; and
- Other tasks as assigned by the Executive Director.

Person Specification

Essential

- Commitment to the approach, principles, and values of PV;
- Minimum of 5 years' experience working in human rights fields;
- Minimum of 3 years' experience working with CSOs in managing the finance, administration and operation of an organization, with efficiency;
- Excellent budget planning and project, organizational, and staff management skills;
- Excellent skills in reporting and communication of financial information;
- Excellent attention to detail, with an ability to spot numerical errors;
- High level of reliability and integrity, and strong ethics with an ability to manage confidential data;
- Proficient in speaking and writing in English and Burmese;
- Strong collective leadership skills;
- Strong time-management skills, with the ability to meet deadlines;
- Good working knowledge of the Microsoft Office applications and excellent Excel skills, while knowledge of other accounting software would be a plus;
- Ability to demonstrate flexibility and cooperation in working with the team and local partners;
- Ability to work independently and as part of a team with people from diverse cultural, ethnic and religious backgrounds, genders, and political views;
- Strong understanding of and commitment to human rights in Myanmar; and
- Excellent interpersonal skills.

Desirable

- A degree or completion of training/course in the relevant field;
- Proficiency in speaking and writing in Thai; and
- Proficiency in one or more ethnic national language in Myanmar in addition to Burmese.

Application Procedure

Interested candidates are requested to submit a cover letter, CV, and two contact details of references in English. Only complete applications will be reviewed. We will not be able to notify all applicants unless they are shortlisted and chosen for an interview.

Please email your application to: info@progressive-voice.org with the subject heading "**Application: Finance and Administrative Director**". **This application is open until 20 October 2024.** Interested applicants are encouraged to apply as soon as possible.