



## Ethnic Health System Strengthening Group Vacancy Announcement for Finance Manager

### About Our Organization

The Ethnic Health System Strengthening Group (EHSSG) is a network of Ethnic Health Organizations and border-based managed health Community Based Organizations with over twenty years providing primary health care services. In 2015, the group formed a steering committee to work together to strengthen health systems in Eastern Burma/Myanmar, and to advocate for equitable and essential primary health services for vulnerable and displaced people throughout Burma/Myanmar. Participating organisations provide comprehensive health programmes in their local areas through a collaborative approach with local, national, international bodies. EHSSG is a community-based ethnic health organization and consists of **14** partner organizations, namely

1. Back Pack Health Worker Team (BPHWT)
2. Burma Medical Association (BMA)
3. Chin Health Education Committee (CHEC)
4. Civil Health Development Network (Karenni) (CHDN)
5. Mae Tao Clinic (MTC)
6. Mon National Health Committee (MNHC)
7. Kachin Health Network (KHN)
8. Kachin Women Association- Thailand (KWAT)
9. Karen Department of Health and Welfare (KDHW)
10. Pa-Oh Health Working Committee (PHWC)
11. Rakhine Community Health Worker Association (RCHWA)
12. Shan Health Committee (SHC)
13. Shan State Youth Capacity Building Centre (SSYCBC)
14. Ta'ang Health Organization (THO)

### AIMS of EHSSG

1. Improved health outcomes through expanding access of villagers to community health workers and services.
2. Responsiveness through evidence-based programming and planning.
3. Financial and social risk protection through prioritizing context-appropriate, low-cost interventions and improved referral systems.
4. Improved efficiency through the identification of best and underperforming facilities, programming, and health workforce.



**CODE: VA NO: 003/EHSSG 2024**

**EHSSG is looking for a motivated and reliable individual to fill the position of “Finance Manager”.**

**Required Position and detailed information**

<b>Job Title</b>	<b>Finance Manager</b>
<b>Location</b>	Mae Sot Based
<b>Full-Time/Part-Time</b>	Full Time
<b>Salary Range</b>	15,000 – 20,000 THB
<b>Benefit</b>	Leave, Holidays, Health Insurance and other social benefits
<b>Contract Duration</b>	1 year with probable extension
<b>Relationship</b>	
<b>Report To</b>	Deputy Director
<b>Supervise</b>	Finance Team
<b>Coordinate With</b>	Managers, Partner Organizations, and Donors
<b>Financial/Budget</b>	Financial Management Team/Project Accounts
<b>Responsibility</b>	
<b>Summary</b>	Reporting directly to the Director, the Finance Manager is responsible for the overall management and oversight of the finance and accounting functions, and continuously improving the quality and efficiency of finance system and processes. The Finance Manager will supervise and guide the finance team. The Finance Manager also serves as the principal point of financial contact and liaison with partners and donors.
<b>Job Details</b>	<p><b>Financial Planning, Management and Development (60%)</b></p> <ul style="list-style-type: none"> <li>• Implement and maintain financial systems, and policies &amp; procedures in compliance with organizational standards and donor requirements.</li> <li>• Prepare annual budgets and forecasts as needed for the office and for grants and negotiate with donors to ensure sufficient support for the planned activities</li> <li>• Manage all financial aspects of the office and grants, ensuring all related expenses are within budget, and well documented and supported with receipts</li> <li>• Daily check the cash and bank book along with the cashier</li> <li>• Ensure all the bank books are reconciled and cash counts are properly done and signed</li> <li>• Review financial reports sent from program activities</li> <li>• Review the budget description with line items and budget adjustments and regularly inform related managers and director.</li> <li>• Use Fastfund software and issue the internal management reports</li> </ul>

	<ul style="list-style-type: none"> <li>• Lead the finance team for internal and external financial audits, preparing audit responses and ensuring implementation of accepted recommendations</li> <li>• Write the narrative report in some specific parts if necessary</li> </ul> <p><b>Accountability and reporting (30%)</b></p> <ul style="list-style-type: none"> <li>• Provide financial annual audit</li> <li>• Establish financial controls and systems for subawards and contracts, including financial monitoring and report tracking.</li> <li>• Monitor the accounting data on a weekly and monthly basis</li> <li>• Monitor and record all financial transactions in the accounting and filing system</li> <li>• Prepare monthly accounting reports by EHSSG policies and procedures</li> <li>• Prepare financial and statistical reports for quarterly analysis</li> <li>• Prepare annual and monthly/quarterly financial reports to ensure that complies with organizational and donor requirements</li> <li>• Regular cash reconciliation report</li> <li>• Prepare and review of consolidated financial report including financing plan, cash flow, income, and expenditure before submission to the director and donors</li> </ul> <p><b>Coordination and External relations (10%)</b></p> <ul style="list-style-type: none"> <li>• Lead and contribute to the development, implementation, review, and update of the budget plan together with the Director and program team.</li> <li>• Ensure effective communication mechanism is in place with finance teams of sub-grantees as well as of donors</li> <li>• Contact and deal with the EHSSG partners, fund board members, and Executive Body of Steering Committee.</li> <li>• Manage the sub-grant cycle and closely work with the other teams, M&amp;E, Program, etc.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Perform any other activities requested by the Supervisor.</li> </ul>
<b>Requirements</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in finance, accounting, business management, business administration, or other relevant fields <b>(required)</b></li> <li>• In the event that formal qualification is not available, the candidate may show equivalent self-taught competencies (Certificate in Finance and Accounting)</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• At least four years of experience in financial management, especially in low-resource settings <b>(required)</b></li> <li>• At least two years of experience in working with health-related organizations in Eastern Burma or the Thai-Burma border <b>(preferable)</b></li> <li>• Experience working with Ethnic Community Based Health Organizations</li> </ul>



<b>Skills/Knowledge/ Attitude</b>	<ul style="list-style-type: none"><li>• Experienced in financial management with very good knowledge of accounting principle.</li><li>• Excellent skills in consultation, facilitation and public relation (donors, partners, etc.,)</li><li>• Excellent communication skill and able to maintain networks with a diverse range of people</li><li>• Excellent computer skills especially in excel word processing and extensive experience with accounting software.</li><li>• Good leadership skills and able to maintain good relationship with other staff and stake holders</li></ul>
<b>Languages</b>	<ul style="list-style-type: none"><li>• Fluent in English and Burmese (speaking, writing, reading and listening) <b>(required)</b></li><li>• Fluent in any other language (Thai, Karen etc.) <b>(preferable)</b></li></ul>
<b>Motivations</b>	<ul style="list-style-type: none"><li>• Enthusiastic in job</li><li>• Diligent, responsible and accountable</li></ul>
<b>Others</b>	<ul style="list-style-type: none"><li>• Must be a believer in the mission and vision of EHSSG</li></ul>

We are committed to creating a diverse environment and are proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

EHSSG has zero tolerance for sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility and all staff are required to adhere to the Code of Conduct, which enshrines principles of PSEA, always (both during work hours and outside work hours). All selected candidates will be expected to adhere to these standards and principles.

### Application Details

Interested individuals are requested to submit a CV including a cover letter and contact details of two references (No other supporting documents are required at this stage) no later than **10<sup>th</sup> March 2024, 5PM (Bangkok Time)**.

These should all be submitted to EHSSG’s Human Resources Team at

**EHSSG office: 702, Moo1, Tha Sai Luat, Mae Sot, Tak 63110, Thailand**

**(OR)**

**Email to: [hr@ehssg.org](mailto:hr@ehssg.org) and [stwin@ehssg.org](mailto:stwin@ehssg.org)**

Contact Information Details:

Admin/HR Officer

Office Ph: (+66) 097 981 8454

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