



International Bridges to Justice

Switzerland: 64 Rue de Monthoux, CH-1201 Geneva

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Senior Finance Manager - Myanmar

Job Description

International Bridges to Justice (IBJ), a nongovernmental, nonprofit organization with a presence in North America, Europe, Asia, and Africa, seeks a Financial Manager to work out of IBJ's Office in Taunggyi, Myanmar. IBJ is dedicated to protecting the basic legal rights of individuals. Specifically, IBJ works to guarantee all individuals the right to competent legal representation, the right to be protected from cruel and unusual punishment, and the right to a fair trial.

IBJ, in partnership with MyJustice of the British Council in Myanmar, is implementing a project entitled, Making Access to Justice Sustainable in Myanmar. This project intends to build lawyers' capacity through training sessions, improving justice-sector collaboration and empowering local communities through legal rights awareness campaigns. IBJ provides criminal legal aid services to poor and marginalized people and communities through Justice Centers in Mandalay, Taunggyi, Taungoo, Hpa-An, Naypyitaw and Kalaw.

The IBJ Senior Finance Manager will manage the in-country financial aspects of IBJ's program and partnership. The Senior Finance Manager is the lead member of the finance and administration team, responsible for overall local financial accountability and grant compliance. In a professional, efficient, effective, team-focused, and legal manner, the Senior Finance Manager will facilitate robust financial management and accurate and timely accounting. The Senior Finance Manager will be a member of IBJ's Myanmar Management Team.

Duties and Tasks

The Senior Finance Manager is responsible for coordinating and managing overall financial processes of all IBJ offices, Justice and Satellite Centers in Myanmar.

This position reports directly to the IBJ Country Director in Myanmar and IBJ Director of Grant Administration in Geneva. The position is based in Taunggyi.

Management and organizational leadership

- Ensure robust financial management and strengthen core operations system, local budget management system, and procedures.
- Manage overall finance and grants compliance in Myanmar.



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- Strengthen and implement standard operating procedures (including procurement, cash advances, inventory management, compliance to donor guidelines, etc.).
- Manage and supervise the finance team, with particular attention to accuracy, timelines, cost effectiveness, compliance, detail-oriented, and system-level analysis.

Oversee the management of grants and local budgets

- Manage the various grants by tracking expenditures, ~~and~~ variances, and ensure accurate spending.
- Ensure that IBJ and its Myanmar offices accurately record expenses and attribute expenses to the correct budget line items.
- Monitor funds, ensuring that the office maintains up-to-date records of expenditures and that the records comply with budget allocations and donor requirements.

Ensure IBJ Myanmar has a smoothly-functioning and efficient finance system

- Oversee the compilation and submission of accurate and timely monthly reports to headquarters. Ensure that the reports meet contractual requirements. Prepare 6-month financial reports to donors.
- Review and provide input for several contracts. Provide information relating to fulfillment, payment initiation, and other financial matters.
- Ensure compliance with all relevant financial laws, such as taxation laws.
- Facilitate timely audit and responses to auditors in both the Geneva headquarters and local offices

The job description is not exhaustive, and the position-holder may need to undertake other duties that are broadly in line with the above key responsibilities.

Qualifications and Experience

- Myanmar national with experience establishing and running financial management systems.
- Relevant education – preferably CPA or ACCA accredited
- Technological literacy – must possess working knowledge of Microsoft Office applications
- Between 2 and 5 years of experience managing finances for NGOs that receive funding from international donors
- Experience managing grants from the European Union, USAID, and other major donors
- Excellent written and spoken fluency in Burmese and English



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- Strong “set up” and execution skills
- Highly-organized and detail-oriented work ethic
- Excellent interpersonal, written and oral communication skills
- Team player with positive personality, who is capable of inspiring diverse stakeholders to collaborate
- Proactive and capable of working independently
- Capable of handling multiple tasks simultaneously while meeting tight deadlines
- Capable of efficiently identifying and solving problems

To apply, submit a statement of interest and curriculum vitae (including references) via email to: internationalbridges@ibj.org and ljohnson@ibj.org (please type “Myanmar Senior Finance Manager Vacancy” in the subject line).

Salary: Commensurate with experience, subject to a non-profit organization range.