

Job Description

1.0 Job Description				
Position Finance Manager	Department Myanmar Programme	Reports to Myanmar Programme Director and Finance Director (technical line)	Reportees Senior Finance and Administration Officer, Finance and Administration Officer (Myanmar), Finance Officer (Myanmar)	Grade G1
2.0 Purpose				
TBC's Finance Manager will oversee management of contracts, financial management and donor compliance by sub-grantee partners who are coordinating relief and supporting recovery of displaced and conflict-affected communities in southeastern Myanmar.				
3.0 Job Responsibilities, Duties & Tasks				
<p>Financial Management</p> <ul style="list-style-type: none"> • Collaborate with the Head of finance to compile an annual operating budget for the Myanmar Program which covers all associated TBC costs. • Collaborate with the Head of Finance to ensure budgets for specific projects are developed in accordance with regulations and templates of the respective donors. <p>Sub-Grant Contractual Management</p> <ul style="list-style-type: none"> • Provide budgets, allowable costs, donor compliance issues, banking details and fund transfer schedules for preparing Letters of Agreements (LOAs) and Amendments with sub-grant partners. • Monitor compliance with LOAs. <p>Sub-Grant Budget Oversight</p> <ul style="list-style-type: none"> • Review budget proposals from sub-grant partners and provide recommendations for improvement. • Draft budget proposals for donors, inclusive of disaggregated budgets for sub-grantees. • Customise financial reporting templates for sub-grantees which link to both TBC's Chart of Accounts and the respective donor's approved budget. • Manage the disbursement and liquidation of advances to sub-grant partners. <p>Accounting Oversight</p> <ul style="list-style-type: none"> • Validate expenses are eligible costs and allocate to the correct budget line in financial reports. • Facilitate training in the use of accounting software (eg Quickbooks) for TBC and sub-grantees' staff. <p>Financial Reporting</p> <ul style="list-style-type: none"> • Monitor exchange rate fluctuations and impacts on the burn-rates of individual sub-grantees and different grants on a monthly basis. Prepare and update spending requirement as key variables change. • Reconcile expenses reported by sub-grant partners against their respective budgets on a regular basis. • Draft consolidated financial reports from sub-grantees and TBC's operating costs for multiple donors including New Zealand MFAT, FCDO, UNOPS/LIFT, BPRM and Australian DFAT, etc. <p>Donor Compliance</p> <ul style="list-style-type: none"> • Monitor compliance by TBC staff and implementing partners to the standards expected by donors, including prevention, detection and reporting of fraud and corruption. • Lead and coordinate the TBC's response to external audits of the Myanmar programme, including 				

preparation of receipts and supporting documents.

Capacity Development

- Identify financial management capacity constraints amongst sub-grantees and TBC Field Administrators.
- Coordinate the development of financial management skills and procedures amongst sub-grantee partners and TBC Finance staff in the field.
- Assist and support TBC Finance with trainings in Fraud and Corruptions policy for TBC staff and partners.

Networking and Representation

- Represent TBC in meetings with donors, New Zealand MFAT, FCDO, UNOPS/LIFT, BPRM and Australian DFAT, etc. as assigned.
- Represent TBC in meetings and workshops with over 30 implementing partners, as required.

Occasional Significant Duties

- Travel in Thailand and Myanmar to monitor and coach financial management staff and sub-grant partners
- Interpretation between English, Burmese and Thai languages
- Support TBC headquarters with the statutory audit as needed

4.0 Job Specification (Minimum Job Requirements)

Education	Experience in humanitarian or related field	Additional competencies:
Graduate degree in Accounting or Finance.	10 years of experience in Accounting and Finance team supervision by donor requirements for NGOs	<ul style="list-style-type: none"> - Solid knowledge and understanding in budgeting, finance forecasting and reporting - Strong experience in auditing processes and finance compliance with NGOs and/or non-profits background - Financial Management and Planning skills - Burmese and English language - High competency in MS Excel and Quickbooks software

5.0 Decision-Making & Authority

Moderate

6.0 Other

Location: Chiang Mai

Preparation Date: October 2025

How to Apply:

Interested in this position should send a resume/CV including 3 references, and a cover letter explaining one's suitability no later than **October 24th, 2025** to hr@theborderconsortium.org clearly indicating on the subject line: **"For Position Name"**. Only short-listed candidates will be contacted.