

## Finance Advisor – Volunteer in Myanmar

### *About Cuso International*

Cuso International is a non-profit international development organization, working to improve the lives of people living with poverty and inequality around the globe. Each year we mobilize hundreds of volunteer professionals who work with local partners to create positive, lasting change. Established in 1961, Cuso International is a registered charity in Canada and the United States.

### The Volunteer's Role

**Location** Mawlamyine, Myanmar

**Start Date** Jun - Aug 2018 (flexible)

**Length of Placement** 6 Months

**Language Requirements** English

The specific objective this placement is to support our partner, pointB, as well as their local CSO partners and Mawlamyine University in creating and maintaining a rigorous budgeting, accounting and reporting system. Additionally, as a volunteer you will provide capacity building and basic finance training to national finance teams, partners and colleagues to ensure sustainability of rigorous and transparent finance methods.

#### **As a volunteer, you will:**

-Co-create Procedures (checklists) and tools (excel payroll spreadsheet system) for a rigorous and efficient financial system with Point B Sr. Finance Manager and finance team:

(Note: Aplos online accounting software is used. Expenditure data is uploaded daily, Finance staff are still learning)

-Train national finance team to use the system. Monitor and evaluate team understanding, continue training for deeper levels of understanding.

Edit Policy Manuals (finance, admin, employee) to ensure policies reflect Point B new practices and follow donor policies.

#### **Essential Academic Qualifications:**

Bookkeeper with minimum 5 years experience in managing funds for a company/corporation/organization with multiple funding sources. A Certified Accountant is also welcome. We need basic technical support with creating tools and procedures.

### **Essential Professional Background:**

Can provide basic technical support:  
Create excel payroll system  
Create checklists for Finance Procedure  
Review and Edit Finance Policy Manual

Experiences of training and coaching finance team in the new systems created.

### **Support Package**

- Modest monthly living allowance (varies depending country)
- Accommodation while in placement
- Return airfare and visa/work permit costs
- Cost of required vaccinations, antimalarial medication and health insurance
- Pre-departure training and in-country orientation
- Travel and accommodation for reintegration debriefing weekend
- Modest support for accompanying partners and dependents going on placement with you for 12 months or longer (Return flight, emergency medical insurance, vaccinations)
- Access to Employee Assistance Program while in placement and upon return
- Cuso International assessment day (Candidates must cover the first \$200 of the most cost-effective travel expenses and all accommodation costs).
- Travel and accommodation for the five-day pre-departure training course and for in-country orientation

**Apply:** <https://goo.gl/EhA9in>