



# ကညီကုန်သုဆဲးလၢဝဲကျိၤ Karen Education and Culture Department

## မူဒါလီၤလၢဟံးပနီၣ်ကွဲးဖျါ (Job Description)

### ၁.၀- မူဒါလီၤလၢအတၢ်မၤတက့ၢ် (Job Overview)

လီၤလၢ (Position)	ဝဲၤဒု (Bureau)	ဆုၤထီၣ်တၢ်ဟံးဖျါဆူ (Reports To...)	ဟံးစုနဲၣ်ကျဲ (Supervises...)	တၢ်ဘူးတၢ်လဲ အပတီၢ် (Pay Grade)
ကျိၣ်စုၣ်ဝိ ပုၤမၤတၢ်ဖိ (Finance Staff)	နဲၣ်ရွဲၣ်ကရူၢ်ဝဲၤဒု (Bureau of the Secretary)	ကျိၣ်စုၣ်ဝိမူဒါနီၣ် (Finance In-Charge)	နီၣ်တၢၤ (None)	

### ၂.၀- တၢ်ဖဲးတၢ်မၤတၢ်ပညိၣ်တီၢ်ဟံး (Purpose)

The Finance Field Coordinator assists the Finance In-Charge in managing, processing and troubleshooting various accounts and transactions under CASE2Learn project.

### ၃.၀- မူဒါ,တၢ်ဟံးမူဟံးဒါဒီးမူဒါတၢ်မၤ (Duties, Responsibilities and Tasks)

#### ၃.၁- မူဒါဒီးတၢ်ဟံးမူဟံးဒါနီၣ်သ့ၣ် (Core Duties and Responsibilities)

- Planning:**
- Work with program team in budget preparation, budget revision and budget monitoring.
  - Provides support to the accounting department
  - Support internal and external audit and be prepared and able to respond promptly to auditor requests
  - Assist the preparation of annual quarterly program and operation budget
- Management:**
- Ensure financial transactions are in compliance with CASE2Learn project requirements and organizational standards, policies and procedures.
  - Ensure all required financial transactions approvals and documentation are complete and accurate.
  - Ensure timely financial reports are produced within the target timeframe and immediately respond to comments on financial reports.

**Implementation:**

- Travel to Pyin Oo Lwin for financial reporting at least every three months and as required to attend meeting and other project related activities.
- Travel to project locations as required.
- Update and maintain project assets and inventories.

**Co-ordination:**

- Provide support and explain to the team members the documentation requirements of project expenses
- Work with program team in budget preparation, budget revision and budget monitoring.

**Supervision:**

၃.၂- မူဒါတင်မအဂ္ဂုအဂ္ဂတဖန် (Other Tasks)

- Regularly **report** verbally and in writing to Supervisor.
- Attend all relevant **meetings and workshops**, as appropriate or assigned.
- Pursue **professional development** opportunities.
- Taking on additional tasks or project to learn more about accounting and office operations.
- Conduct **other duties** as assigned by Supervisor.

၃.၃- တင်မအလီအကျ (Work Location): တင်ဆဲးကျိးဝဲအေး (Communications Office and Headquarter)

၄.၀- တင်လိန်ဘန်ပတီလအကြားအိန်တဖန် (Minimum Requirements)

တင်ကုန်ဘန်ကုန်သု (Education)	တင်သုတင်ဘန် (Skills)	တင်လဲအိဖို (Experience)
<ul style="list-style-type: none"> <li>• Completed one of KECD's Higher Education Program or above.</li> <li>• Relevant education and training, and additional certification may be required.</li> <li>• Knowledge of basic bookkeeping procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong administrative skills.</li> <li>• Ability to work as part of a team and take direction accurately.</li> <li>• Analytical thinker and problem solver.</li> <li>• Competent IT skills, particularly proficient with spreadsheet software, and strong and accurate typing skills.</li> <li>• Good math skills and the ability to spot numerical errors.</li> </ul>	<ul style="list-style-type: none"> <li>• Work experience as an Accounting or Accounting Clerk.</li> <li>• Hands-on experience with MS Excel and accounting software.</li> <li>• Work experience in organizations that associated with accounting department.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to multitask and remain motivated and positive.</li> <li>• Language skills: <ul style="list-style-type: none"> <li>○ Fluent in reading, writing, and speaking Karen</li> <li>○ Fluent in reading, writing and speaking Burmese</li> <li>○ Intermediate English (Reading and Writing)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with basic accounting principles.</li> </ul>
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**၅.၀- တာ်ဟ့ၣ်တာ်ပျဲ (Approvals)**

ဘၣ်တာ်ကတီၤအီၤလၢ-	လီၤလၢ-	မံၤကွဲးစဲ-	မ့ၢ်နံၤ-
(Prepared By:) _____	(Position:) _____	(Signature:) _____	(Date:) _____

ဘၣ်တာ်ဟံၣ်ဂၢ်ဟံၣ်ကျဲၤအီၤလၢ-	လီၤလၢ-	မံၤကွဲးစဲ-	မ့ၢ်နံၤ-
(Approved By:) _____	(Position:) _____	(Signature:) _____	(Date:) _____

ဘၣ်တာ်ကတီၤအီၤလၢ-	လီၤလၢ-	မံၤကွဲးစဲ-	မ့ၢ်နံၤ-
(Prepared By:) _____	(Position:) _____	(Signature:) _____	(Date:) _____

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(Approved By:) _____	(Position:) _____	(Signature:) _____	(Date:) _____