



The Trusted Taskforce Vacancy Announcement

Position Title	: Senior Finance Manager
Number of Position	: 1 Position
Location/Duty Station	: Chiang Mai, Thailand (or) Yangon, Myanmar
Contract Type	: Fixed-term
Report to	: Director
Responsible for line managing	: Sr. Finance Officer, Finance Officer
Application Deadline	: 17th August 2026

About Triple T

Who we are

Triple-T is a local frontline responder comprised of highly experienced members specializing in networking, localizing, programmatic, and operational aspects of humanitarian, human rights, and development work across private and Non-Profit sectors, including International Non-Government, UN, and Donor agencies. Specifically, Triple-T possesses extensive expertise in Humanitarian and Emergency Response, Stakeholder engagements, Gender-based Violence Protection, Child Protection, Social Protection, Protection Case Management, Mental Health and Psychosocial Support, Emergency Health Programming, Financial Management, Logistics and Supply Chain Management, MEAL (Monitoring, Evaluation, Accountability, and Learning), Human Resource Management, IT management including Digital Security, Organizational Development and System Strengthening, and others.

What we do

Triple-T primarily focuses on implementing Humanitarian and Development Interventions, Right-based Programming, Emergency Response, and System and Capacity Development, with a particular emphasis on supporting local and community-based organizations and frontline task forces. Additionally, we engage in Networking, Coordination, and Partnerships with local and international allies. Our operations extend across Myanmar and the borders of neighboring countries.

Job Overview: The Senior Finance Manager provides strategic leadership and oversight of the organization's financial management, grants management, donor compliance, financial planning, budgeting, accounting systems and internal controls. The position serves as the organization's Finance and Grant Focal Point, ensuring that all financial resources are managed effectively, transparently, and in full compliance with organizational policies and donor requirements. Reporting directly to the Director, the Senior Finance Manager supervises the finance team across headquarters and field offices while working closely with Program, Operations, HR, Supply Chain, MERAL and IT teams to support quality project implementation, organizational sustainability and informed management decision-making.

Job Responsibilities

Strategic Financial Leadership

- Lead the organization's overall financial management strategy and ensure financial sustainability
- Provide strategic financial advice and recommendations to the Director and Senior Management Team
- Develop long-term financial plans, forecasting models, and organizational financial strategies
- Strengthening financial governance, accountability, transparency, and internal financial systems
- Lead continuous improvement initiatives for finance systems, procedures, and controls.



Financial Management and Accounting

- Provide overall oversight of accounting operations across headquarters and field offices
- Ensure timely and accurate recording of all financial transactions
- Review monthly, quarterly and annual financial statements
- Oversee cash flow management and liquidity planning
- Ensure proper bank reconciliation, cash reconciliation and financial closing processes.
- Review financial reports including:
 - Income & Expenditure Reports
 - Balance Sheet
 - Cash Flow Statement
 - Cash Position Reports
 - Financial Analysis Reports
- Ensure complete and accurate financial documentation and record management
- Monitor financial performance and recommend corrective actions where necessary

Budgeting and Financial Analysis

- Lead development of organizational annual budgets
- Lead financial planning for new proposals and donor submissions
- Review and approve project budgets, revisions, realignments, and modifications
- Monitor Budget versus Actual (BvA) reports for all grants
- Analyze budget variances and provide recommendations to management
- Support program teams with financial planning throughout project implementation
- Ensure accurate cost allocations across grants and departments.

Grants Management (Organization Grant Focal Point)

- Lead financial aspects of proposal development and donor budgeting
- Ensure grant budgets comply with donor regulations and organizational policies
- Coordinate Grant Opening Meetings (GOM), Grant Review Meetings (GRM), Mid-term Reviews, and Grant Close-out Meetings
- Maintain organization-wide grant tracking systems
- Monitor grant implementation from financial and compliance perspectives
- Coordinate donor financial reporting
- Review donor fund requests and cash utilization
- Ensure timely submission of donor financial reports
- Coordinate with Program, MERAL, and Operations teams to ensure consistency between financial and narrative reporting
- Provide financial guidance throughout the grant lifecycle
- Support donor due diligence assessments and organizational capacity assessments.

Donor Compliance and Risk Management

- Ensure full compliance with donor regulations, contracts, and financial requirements
- Monitor adherence to organizational financial policies
- Identify financial risks and develop mitigation measures
- Ensure all expenditures are allowable, allocable, reasonable, and properly documented
- Strengthen fraud prevention measures and internal financial controls
- Ensure compliance with statutory, taxation, and legal requirements where applicable.



Audit Management

- Lead preparation for internal, external, statutory, and donor audits
- Coordinate audit documentation across all departments
- Serve as the primary finance focal during audits
- Monitor implementation of audit recommendations
- Strengthen organizational readiness for donor compliance reviews and financial assessments.

Financial Systems and Internal Controls

- Lead development and improvement of financial policies and Standard Operating Procedures
- Ensure segregation of duties and effective approval workflows
- Strengthen internal control systems across headquarters and field offices
- Improve financial reporting systems and digital financial management tools
- Ensure secure financial data management and document retention.

Capacity Building

- Strengthening the capacity of finance staff through targeted development initiatives.
- Provide technical training and conduct financial orientation and refresher sessions on policies, compliance, and financial systems.
- Conduct workshops to enhance understanding of financial systems and promote adherence to compliance standards.
- Foster a culture of continuous improvement, accountability, and professionalism within the finance team.

Other Duties.

- Deliver timely, accurate, and insightful financial reports and analyses to the management team.
 - Represent the Finance Taskforce internal and external meetings, coordination and collaborations as required.
 - Perform additional Finance-related tasks and responsibilities as assigned as needed.
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Requirements

Experience

- Minimum of 7-10 years of progressive experience in finance and accounting and grants management
- At least 3 years in a senior management or leadership position
- Demonstrated experience managing multi-donor portfolios
- Experience with computerized accounting systems (e.g. QuickBooks or SUN or ERP).
- Proven experience with donor compliance, budgeting, financial reporting, audit and organizational financial leadership

Qualifications

- Bachelor's degree in finance, Accounting, Business Administration, or a related field
- Master's degree preferred
- Professional certification (CPA, ACCA, CMA, or equivalent.) is highly desirable

Skills and Knowledge

- Strong command of accounting principles and financial management practices.
- Advanced proficiency in Excel and financial data analysis tools (e.g., Power BI preferred).
- Excellent analytical, organizational, and problem-solving skills.
- Strong leadership, communication, and mentoring skills.



- Proven ability to maintain confidentiality, integrity, and ethical financial standards.
- Fluent in English; local languages are an advantage.

Triple-T's Standard Requirement

- Strong commitment to the Triple-T's vision, mission, goals, and values.
- Understanding and appreciation of diversity, equity, and inclusion principles.
- Willingness to respond to the needs of Myanmar and its people.
- Quick grasp of cultural and conflict sensitivity in various work contexts.
- Flexibility and adaptability to work collaboratively and overcome challenges in changing situations.
- Maintain a zero-tolerance policy for any violations of Protection from Sexual Exploitation and Abuse (PSEA) and Child Safeguarding policies.

We provide equal work opportunities regardless of age (at least 18), race, color, religion or belief, gender, sexual orientation, nationality, ethnic or social origin, status, disability, pregnancy or maternity, marital status, or any other characteristic.

This position is open only to **Myanmar Nationalities**. Please specify your preferred duty station in your application letter (Yangon or Chiang Mai). Applicants need to manage their visas independently, and the organization is unable to provide financial or logistical support.

HOW TO APPLY

Interested candidates are invited to submit CV to hr.recruitment@thetriples-t.org not later than **17th August 2026**.