

**HUMAN RESOURCE DEPARTMENT****JOB DESCRIPTION**

Job Title	Finance and Administrative Officer/ Assistant Finance and Administrative Officer	Holder's name	
Reports to	Branch Manager (Administrative Reporting)	Name	
Reports to <i>(Only for dual reporting)</i>	Deputy Head of Finance (Functional Reporting)	Name	
Branch / Department	Finance		

1. Job Objective

To perform diligently, the back office function check and reconcile that would enhance the strongly internal control and financial environment of the organization and perform both Group and Individual lending operation , Saving operation and branch administrative duties whilst contributing to add value, exceeding customer expectations

2. Primary Responsibilities

1. Branch Financial & Assets Management:
 - Collaborate closely with the Branch Manager to monitor branch costs and financial performance.
 - Work together to achieve the branch's break-even point (If it a new Branch) and subsequently ensure sustained profitability.
 - Safeguard the branch assets, this include informing relevant authorities if there is any kind of misuse cases.
2. Loan File and Disbursement:
 - Review the loan files that Credit Officers submit for approval by the Branch Manager.
 - Enter the approved loan details into the Management Information System (MIS) and prepare essential documents like loan agreements and cards for the disbursement process.
 - Reviewing and checking the loan files and input the CA appraisal in system
3. Loan and Saving Disbursement:
 - Responsible for disbursing loans to both groups and individuals.
 - Manage the disbursement of funds from saving accounts when customers request withdrawals for cash flow management
 - Create the saving accounts and issuing the passbook to customer or credit officer
4. Documentation and Fillings Managements
 - Accurate and reconcile for daily transactions process and enter to MIS system and maintain the filling system for day to day transactions and update to BM
 - Maintain the custodial files and follow up process and if any deviation that inform to BM
 - Maintain the stationary and printing stock and follow up process and inform to BM
 - Maintain the asset movement ensure the updating in register and ground checking process and update report to BM
 - Accuracy and maintain for all registers and if any deviation that inform to BM
5. Others
 - Checking the pre-settlement transactions who asked by CO, BM
 - Loan to Loan change process
 - Loan Written Off which is including the loan and saving settlement process
 - Overdue Written Off Process according to approval
 - Dead Member Setting off process according to approval
 - Regarding the system related matter as a example duplicate CID happen and mobile phone number checking and correction process in system
 - Follow up for phone calling for partial payment
 - Updating the Compulsory saving interest capitalization in saving card

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6. Supervision and Manage:

FAO is Responsible for teller Function Supervision:

- Oversee the teller operations, ensuring accurate handling of cash.
- Monitor the data entry process for collection through financial services activities.
- Supervise the collection of cash from customers during front office loan repayments and deposits,
- Make sure zero Finance related misuse cases.

3. Secondary Responsibilities

1. System Updates and Data Entry:
 - Maintain the accuracy of the accounting data used in day-to-day operations.
 - Checking for loan repayments and customer deposits.
 - Ensure that all data entries are timely and error-free.

2. Banking and Cash Handling:
 - Make sure that bank deposits are made on time and accurately recorded in the respective company accounts.
 - Oversee the management of cash in the vault, petty cash float, and saving float.
 - Maintain strict control over access to the cash safe key.
 - Authorized signatory for Branch Bank Account.

3. Support to Documentation:
 - Prepare necessary documents such as loan agreements, loan cards, and saving cards for disbursement.
 - Keep organized and up-to-date records of custodial loan files.

4. Additional Remarks

1. Communication and Reporting:
 - Collaborate with the Branch Manager to manage branch costs and contribute to profitability.
 - Provide reports that offer valuable insights for making informed financial decisions.
 - Provide the daily and monthly report to Head Office Finance Team
2. Process Compliance and Security:
 - Ensure strict adherence to cash handling policies and maintain security protocols.
 - Maintain dual control over access to the cash safe key, enhancing security measures.
3. Special Assignments:
 - Undertake special tasks assigned by the HO-Finance and the Branch Manager to improve financial controls and processes

5. Qualifications

- Bachelors of degree and Degrees in Accounting / Finance
- Age between 20 and 35 years old
- Accounting skill and computer skill (Excel, Word, etc.).
- Must have good interpersonal, analytical, strong team spirit, adaptability and flexibility
- Must have good planning skill, organizing skill and ability to manage and prioritize tasks
- Good written and oral communication skill in Myanmar and English.
- Able to work under minimum supervision