



Cuso International – Volunteer Placements

Finance Advisor

Location: Myanmar

Partner name: Point B

Length of placement (months): 6

Start date: Jan – Mar 2018 (flexible)

Funding Eligibility requirements: Open to Canadian Citizens and Permanent Residents only

Language Requirements: English: Level 4, Writing: Level 5, Speaking: Level 5

The Volunteer's Role

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:

- Complete the creation, development and refinement of the finance software system.
- Provide training to national finance team to use system and coaching support to the team by monitoring and evaluating to deepen their understanding.
- Perform Internal Auditing prior to upcoming External Audit ensuring that Point B accounts, policy, records and finance team are ready for external Audit. Support team during the audit.
- Edit Policy Manuals (finance, admin, employee) to ensure policies reflect Point B practice and are in compliance with donor policies.
- Build simple EXCEL finance systems for Mawlamyine University and CSO partners. Train finance teams in creating budgets, accounting, creating reports using the system.

Essential Academic Qualifications:

Certified Accountant with minimum 5 years experience managing funds for a company/corporation/organization with multiple funding sources.

Essential Professional Background:

- Can create straightforward, easy-to-use finance system from scratch.
- Finance trainer/teacher/coach for people who have no (or very basic) prior finance background knowledge and computer skills.

About Our Partner: Point B

PointB is a non-profit organization that is supporting the transition of Myanmar (formerly Burma) to be an open, democratic and free society. pointB is tackling the design challenge: how might we empower citizens of Myanmar with tools to create new solutions within education, local governance and livelihoods?

The team behind pointB brings together 10 years of experience in the field of design working with cause related organizations such as Nike Foundation, Gates Foundation, Obama Campaign for America and CREDO Mobile; and over 14 years of experience working with multi-ethnic civil society organizations in migrant communities and refugee camps within Thailand and Mon, Karen, Karenni and Shan states of eastern Myanmar.

PointB's mission is to create a space for local change agents, rural communities, civil society organizations and government ministries to begin the challenge of designing better systems of governance.

Terms and Conditions

Cuso International terms and conditions allow you to lead a modest and healthy lifestyle while being effective in your placement. This support package will cover basic living expenses for one volunteer and is not intended to cover home-based expenses (ex. loans, support payments, etc. (ex. imported items and international personal travel)).

Support Package

- Modest living allowance (varies depending country)
- Accommodation while overseas
- Return airfare and visa/permit costs
- Cost of required vaccinations, antimalarial medication and health insurance
- Comprehensive training and support program.
- Travel and accommodation for reintegration debriefing weekend
- Modest support for accompanying partners/dependents going on placement with you for 12+ months
- Access to Employee Assistance Program while overseas 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 in-country training orientation

Fundraising

We ask each volunteer, regardless of placement length, to raise \$2,000. All volunteers receive support from Cuso International to help achieve the goal through fundraising. If the volunteer chooses not to fundraise or is unable to achieve the fundraising goal, he/she can make a one-time donation or become a monthly donor to support our work.

E-volunteering

Depending on the nature of the placement volunteers are encouraged to provide e-volunteering support to the local partner or Cuso International before or after the field placement.

Residency and Citizenship

In order to become a volunteer with Cuso International, you must be living in Canada for the time between your application date and the date you go overseas. Short vacations during this time are feasible. We may require your passport and would need to be aware of any travel plans you may have during this time. We must be able to contact you, and you must be able to contact us easily and promptly throughout the process. You will also require unrestricted access to Canada during the pre-departure process for assessment and training.

Leaving your country of residence can have significant effects on your citizenship status in that country. It is your responsibility to research the consequences of traveling to Canada during the pre-departure process and of going overseas for a long-term placement with the immigration authority where you live.

