

### **Job Announcement**

<b>Title</b>	<b>Finance Policy Consultant</b>
<b>Contact Type</b>	Short-term Service Contract
<b>Closing Date</b>	23 <sup>rd</sup> November 2024
<b>Starting Date</b>	As soon as possible
<b>Duty Station</b>	Chiangmai, Thailand

Burma News International (BNI) was established in Kolkata, India, on 11<sup>th</sup> February 2003, which is an ethnic media network with 15 independent media/news organizations as members. They are Chin World, Development Media Group, Kachin News Group, Kaladan Press, Kantarawaddy Times, Karen Information center, Khonumthung News, Mizzima, Mon News Agency, Narinjara News, Network Media Group, Shan Herald Agency for News (S.H.A.N), Than Lwin Times, The Voice of Shan-Ni, and Myitkyina News Journal.

Burma News International (BNI) is currently seeking a professional consultant for Analysis, Development, and Refinement of Finance Policy for Kachin News Group (KNG).

### **Qualifications and Experience**

The ideal consultant should have the following qualifications:

- Advanced degree in Finance, Accounting, Business Administration, or a related field.
- At least 5 years of experience in financial policy development, preferably in the non-profit or media sector.
- Proven expertise in developing finance policies and internal controls.
- Strong understanding of financial management best practices for donor-funded organizations.
- Excellent analytical, writing, and communication skills.
- Ability to work collaboratively with cross-functional teams.
- Familiarity with Kachin State context and challenges (preferred).

### **1. Background**

Kachin News Group (KNG) is an independent media organization committed to delivering timely, reliable news and information to the people of Kachin and beyond. In pursuit of transparency, accountability, and financial sustainability, KNG seeks to enhance its finance

policy. This policy will support the organization's overall strategic goals, ensuring efficient financial management and alignment with industry standards.

## **2. Objective of the Consultancy**

The primary objective of this consultancy is to review KNG's current finance processes and recent preliminary OCA assessment results by BNI, assess further the organization's current financial management needs, and compose a comprehensive finance policy that reflects best practices suitable for KNG. The developed policy should address essential components of management for financial decisions, including budgeting, procurement, accounting, internal controls, and reporting, while aligning with the organization's financial policy.

## **3. Scope of Work**

The consultant will work in close collaboration with KNG's finance team and Senior Management Team, to accomplish the following tasks:

### **Phase 1: Review and Analysis**

1. Review KNG's recent OCA assessment report and current finance practices, procedures, and documents, identifying gaps and areas for enhancement.
2. Conduct the financial policy development workshop with finance staff, department heads, and SMT to understand better improvement while addressing needs and challenges.
3. Compare KNG's financial processes with industry standards and the best exercises relevant to non-profits while developing a sustainable multimedia organization.

### **Phase 2: Development of Finance Policy**

4. Develop a draft finance policy that addresses the following key areas but is not limited to:
  - Budgeting and Forecasting
  - Financial Reporting
  - Cash and Org's Bank (Account) Management
  - Accounts Receivable and Accounts Payable
  - Procurement Processes
  - Asset Management

- Internal Controls
  - Financial Risk Management
  - Expense Reimbursements and Allowances
  - Compliance with tax and regulatory requirements
5. Ensure the policy provides clear guidelines, procedures, and responsibilities for each area.

### **Phase 3: Refinement and Finalization**

6. Present the draft policy to KNG's Senior Management Team for feedback and refinement.
7. Facilitate a feedback meeting with the finance team to discuss concerns and gather inputs for improvements.
8. Finalize the policy document, integrating feedback from KNG Board members and ensuring it is aligned with KNG's operational and strategic goals and objectives.

### **4. Deliverables**

1. A Feedback Workshop report summarizing discussions and suggestions from KNG's finance team and leadership.
2. The Finalized Finance Policy Document that incorporates all feedback and is prepared for implementation.
3. **Overview and analysis Report:** highlighting findings from the OCA results analysis phase, including identified gaps and recommendations for improvement.
4. **Draft a finance policy:** includes all necessary sections, is tailored to KNG's needs and context, and consists of all essential sections.
5. **Feedback Workshop:** report summarizing discussion and suggestion with KNG's finance team and leadership to refine the policy.
6. **Finalized Finance Policy Document:** incorporates all feedback and is prepared for implementation.

This finalized policy should provide precise expectations while ensuring alignment with KNG's capacity and operational context.

### **5. Consultancy Fees and Payment Schedule and timeline**

Payment will be made in installments as follows:



**BURMA NEWS INTERNATIONAL**

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1<sup>st</sup> installment will be ensured after the finance policy draft report has been submitted. The final installment will be provided after completing all the submitted deliverable reports during one and half month.

Interesting candidates who meet the aforementioned requirements are required to submit a cover letter, an updated CV, and details of 3 referees via email only to: [adminhr@bnionline.net](mailto:adminhr@bnionline.net). The application subject line should clearly mention the job title. Only short-listed candidates will be contacted for a final selection.

**BNI is an equal opportunity employer. Women and ethnic applicants are strongly encouraged to apply. BNI expects for those who benefit from the program to fulfill the code of conduct including PSHEA policy.**

