



Myanmar Institute for Integrated Development

VACANCY ANNOUNCEMENT

Finance Assistant, Yangon

(Myanmar National Position)

The Myanmar Institute for Integrated Development (MIID) is dedicated to the promotion of sustainable development, based on innovative and participatory approaches. MIID works with international donors, development banks, UN agencies, and the private sector in the carrying out of studies and research. The institute undertakes development planning and project implementation in the fields of good governance, agricultural development, food security and nutrition, natural resources management, environmental protection and climate change adaptation. Focus is on providing support to peace building initiatives and integration of ethnic minority groups in mainstream development. Institutional and human capacity building is an integral part of our activities.

Position Summary

Under the supervision of the Senior Finance Officer, and in close collaboration with the Finance team, the Finance Assistant will be responsible for efficient cash handling in the MIID office and filing of documents. This would include processing of financial transactions, handling petty cash, and managing day to day cash receipts and payments as well as the filing system of MIID Yangon office and Heho / Hopong Field Office. He/She will work closely with other peers in MIID and partners including suppliers.

Location: Yangon and Heho & Hopong Field office (occasional travel to projects Field offices)

Duration: 1 year with possible extension. The probation period 3 months.

Duties and Responsibilities

- Maintain and control all cash transactions and check financial forms before payment
- Maintain and check all bank transactions and prepare monthly bank reconciliation
- Prepare and check the field offices cash and bank monthly cash book the receipts, bills, payments and vouchers of project expenses
- Conduct regular cash count to ensure correct cash balance on weekly and monthly basis, together with the Senior Finance Officer and Finance & HR Manager
- Prepare and maintain a proper filing system (both computerized and Manual) and keep all the records concerning for both Field offices and Yangon office
- Keep all the financial and administration documents in auditable manner (manual and computerize version)
- Assist in the procurement process, including sourcing suppliers, obtaining quotations, and

- preparing procurement documents.
- Ensure compliance with procurement policies and procedures, including proper documentation and approvals.
 - Coordinate the logistical aspects of project activities, including transportation, accommodation, and equipment needs.
 - Support the organization of workshops, meetings, and events, including venue arrangements and material preparation.
 - Upon request, perform other reasonable duties as required from time to time.

EQUIREMENTS

- Any Bachelor degree and related accounting diploma or must have LCCI level I & II
- At least 3 years of working experience in INGOs/ NGO in preferred
- Good communication skills, verbal and written (Myanmar and English)
- Must have good computer skills (Microsoft Word, Advance Excel and Power Point, Internet and Email)
- Ability to manage and prioritize multiple tasks, takes initiative, work well in a team;

To Apply

This is a local position for Myanmar nationals. Interested applicants should apply by providing

- A cover letter describing skills and experience that address the ones required for the position (no more than 1 page long).
- A copy of CV with current contract details, **two professional referees** that can be contacted and expected salary of the applicant.

Closing date: 24th April 2024 Wednesday

Applications are to be submitted to info@mmiid.org including “MIID Finance Assistant” in the subject line. Early applications are encouraged. Competitive candidates may be contacted before the deadline. Only successful shortlisted applicants will be contacted for interview.