



# FINANCE & ADMINISTRATIVE OFFICER (YANGON) (F/M)

MYANMAR– 12 MONTHS, RENEWABLE

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## GERES ACTIVITIES

Set up in 1976, Geres is an international development Non Governmental Organization working in Europe, Africa and Asia to improve living conditions and fight against climate change and its impacts. As we operate in the field, the energy transition is a major lever in our activities.

In the interests of ambitious societal change, we encourage the development and rollout of innovative, locally-based solutions, we support territorial climate and energy policies and mobilise all stakeholders around Climate Solidarity, urging them to take action and stand up for the most vulnerable.

Our operations include work on developing value chains as these create jobs and are often key to the sustainability of the solutions deployed. We also attach great importance to ensuring that all stakeholders have a sense of ownership. We focus on capacity-building in order to drive the dynamics of change, develop resilience strategies and open up the field of opportunity so that everyone can play a part in sustainable development.

Based in Myanmar since 2015, Geres focuses especially on rural distribution of sustainable and efficient energy solutions for cooking, lighting, conservation and home comfort.

The omnipresence of low quality products in rural markets and their low cost make them the preferred equipment of households, despite their extremely limited lifespan. The lack of distributors, financing mechanisms and information are persistent obstacles to which development programmes must respond in order to ensure that users' habits and behaviour change.

In order to tackle this problem, Geres has incubated a local distribution network named Ah Lin Tan Ah company (ALT), which is a last mile network of women distributors in Myanmar offering sustainable energy solutions to families and local businesses like cooking and domestic appliances, lighting equipments, solar products and equipments for productive users.

ALT provides energy products at village level through local women distributors able to inform and advise users. Products are selected for matching with local needs and lacks. Training and advice are delivered to users together with after sales services. Products are also chosen to be affordable for users and economical to use.

Financial mechanisms are promoted like Pay As You Go models. Products are also selected for their effectiveness and durability. Users reduce their energy costs and benefit from positive impacts: health, comfort... Products are demonstrated and sold by women distributors to women users. Repairing, recycling, and guarantee are also proposed to customers.

The non-profit social enterprise "Ah Lin Tan network" was created at the end of 2023 and Geres is now supporting its development in several new townships. Thanks to the support of international partners, Geres has been able to finance an ambitious development plan for the period 2024-2027.

GERES Myanmar Office in Yangon is now seeking Myanmar nationals to fill the position of Finance & Administrative Officer. This position is based in Yangon.

## LOCALISATION

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The position of Finance & Administration Officer is based in Yangon, in the Geres offices. He/She may be required to travel to other areas (Meiktila, Delta...)

## LIENS HIÉRARCHIQUES ET FONCTIONNELS

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Line manager: Finance Admin HR Manager

Hierarchical supervision: Nil

Functional links: Support team in Yangon, work together with Finance Administrative Officer and Cashier from Meiktila

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## MISSION AND TASKS

As a Finance and Administrative Officer, you play a critical role in ensuring the efficient operation of an organisation by overseeing its financial activities and administrative functions. Your responsibilities typically include managing budgets, financial reporting, payroll processing, and accounts payable/receivable.

Additionally, you may handle procurement, office maintenance, and other administrative tasks to support smooth day-to-day operations. Strong analytical skills, attention to detail, and proficiency in financial software are essential for success in this role. Effective communication and teamwork are also vital as you collaborate with colleagues across various departments to achieve organisational goals.

### In Accounting and Finance

- Check the vouchers to ensure that all are inline with Funder (EU) & Geres rules and regulations.
- Prepare cash and bank transactions to ensure all transactions are true, accurate and properly authorised.
- Record accounting transactions in an accurate, complete and timely manner and import into the system as a daily basis.
- Ensure that monthly accounting files provided to the Finance Admin HR Manager are submitted in a timely manner.
- Assist Project Manager and Finance Admin HR Manager in fund management, and in the preparation and submission of financial reports.
- Doing cash count with the Country Representative and Finance Admin HR Manager.
- Request the bank statement from the banks for the bank reconciliation by Finance Admin HR Manager.
- Ensure proper calculation and analytical allocation of payroll transactions (timesheets, allocation methods, final payments...)
- Manage petty cash for small office expenses such as coffee, maintenance costs, cleaning charges, etc.
- Update the check book register.
- Conduct with the bank for the necessary cases (such as bank account opening, bank account

signatories changing, etc).

- With the support of Finance Admin HR Manager, prepare the service provider contracts .
- Perform the necessary tasks assigned by the supervisor.

### **In Administration**

- Check stock supplies (stationary, other supplies) regularly to determine inventory levels and needs.
- Check the full set of procurement prepared by the procurement & logistics officer.
- Manage the asset registry and support the inventory process together with the procurement & logistics officer.
- Handle the handover list and record it properly.
- Check expiration dates as monthly basic and report to FM : visa, vehicles licence, insurance, fire extinguishers, etc....
- Income tax payments, FRC visa process, conduct with township authority
- Scanning vouchers for Yangon office
- Support archival of financial files & admin files.
- Maintain the record of the senior number of box filling.

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## **REQUIREMENTS**

### **REQUIRED PROFILE**

#### **Accounting and Finance**

- Minimum 3 years' experience in the field of finance, particularly accounting and at least 2 years in an international NGO/IO.
- Bachelor's degree in accounting or finance-related course, including accounting certification.
- Knowledge of accounting practices and software would be an asset.
- Knowledge of Myanmar accounting and finance legislation would be an asset.

#### **HR and Administration**

- Minimum 1 years' experience in administrative management (HR, IT, Admin & logistics).
- Knowledge and understanding of the Myanmar Labor Code.
- Strong planning, organisational, and interpersonal skills – including influencing, negotiation and cross cultural skills.
- Leadership and mentoring skills.

#### **General**

- Proficient in working with Microsoft Office (MS Excel, Word, Outlook)
- Good command of English and Myanmar (speaking and writing)
- Demonstrated ability to work in an organised and systematic manner
- Proven ability to work in a highly interactive team setting
- Analytical mind and committed to continued learning
- Patient, resilient and flexible

- Good interpersonal skills
- Strong integrity and honesty and high attention to detail
- Commitment to sustainable development
- Enjoys working in a multicultural environment

## CONDITIONS

- Position: based in Yangon
- Status: Myanmar fixed term contract of 12 months with 3 months probation period, possible extension for 4 years
- Working Hours : 5 days per week, 8 Hours a day starting from 9:00 am to 5:30 pm.
- Salary: competitive salary paid in USD or Kyat per month, based on profile. Health Insurance and work-related costs, such as field trip expenses, mobile top-up, etc. are to be covered, according to Geres's procedures.

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## TO APPLY FOR THIS POSITION

To apply, send your application in english (CV + LM) on the following email address: [th.aye@geres.eu](mailto:th.aye@geres.eu) and the subject should be "2024\_GMM Finance & Administrative Officer for Yangon".

Application deadline: 30/4/2024

The application will be accepted on a rolling basis. Please kindly send your application as soon as possible.

Started date: as soon as possible

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