Vacancy announcement

Position summary

Position title;   : Finance Assistant

Reporting   : Assistant Finance Manager

Vacancy No   : No.21/2025_GLAD

Duty Station   : Taunggyi

Number of positions   : 1 Post

Duration;   : October 11, 2025

Application Deadline   : July 7, 2025

GLAD is a national NGO in Yangon. GLAD was established in 2016 as a volunteer organization working on environmental conservation and sustainable community development. It started with empowerment programs in communities to create awareness on natural resource management, environmental conservation and sustainable development. Funds were raised through donations. GLAD has worked on community development program and recovery operations with regard to the environment. When needed, in collaboration with stakeholders and its partners, emergency response was given to an affected community and support of IDPs also arranged across the country.

Role & Responsibilities

The purpose of this position is to contribute to the effective and efficient financial operation of the GLAD organization. Finance Officer provides accounting and finance support to the Line Manager. This position will provide technical support to programme team in field office. This position will contribute to the day-to-day financial transition.

Main responsibilities

➢ Ensure to prepare monthly cashbook and send to the head quarter office in timely manner.
➢ Ensure prepare and update cashbook daily with computerize and manual.
➢ Ensure to prepare monthly cash forecast with program team for field office.
➢ Ensure to make bank and cash transfer process for activities.
➢ Monitoring advance requests and advance clearance process.
➢ Responsible for monthly salary payments.
➢ Review all expenditures with necessary supporting documents and authorization signed by GLAD financial policy and procedure.

- ➢ Ensure to scan the expenditure documents.
- ➢ Ensure to do the filling system and assist to line manager in audit process.
- ➢ Other tasks assigned by the Line Manager.

<u>Coordination</u>

- ➢ Assist to program manager/ program coordinator for activities budget breakdown calculation if necessary.
- ➢ Ensure timely payment of all program expenditures and proper recording of all financial transactions in cashbook.
- ➢ When necessary, follow the program team to the field to support making program-related payments.
- ➢ Ensure to prepare monthly advance register to the head quarter office in timely manner.
- ➢ Lead all staff in understanding and completing cash advance and cash clearance process in field office.
- ➢ Ensure to make daily cash count with senior level of staffs. • Participate in the annual performance appraisal process and regular meeting.

Qualitification & Requirements;

- ✓ Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- ✓ Minimum 1–2 years in finance or accounting, preferably in an NGO or field office setting.
- ✓ Experience in cash handling and managing financial documentation.
- ✓ Basic understanding of accounting principles and financial procedures.
- ✓ Proficiency in Microsoft Excel and experience with computerized accounting systems.
- ✓ Understanding of bank transfers, cash forecasting, and payroll support functions.
- ✓ Strong attention to detail with skills in document filing and policy compliance.
- ✓ Good interpersonal skills, honest, proactive, and willing to travel as needed

*Please submit your motivated application form, updated curriculum vitae, and detailed contact information of three referees to **GLADHR@glad-mm.org** no later than **5:00 PM** on **July 7, 2025**. Clearly mention the "Vacancy No., Position Name, and Duty Station" in the subject line of the email.*

"Any application that does not include all the required information will be considered invalid."

"Only those candidates who are shortlisted will be contacted"