



Myinttasaytaman Drama-Based Organization (မေတ္တာစေတမန် ဇာတ်သဘင်လူထုအခြေပြုအဖွဲ့)

အမှတ်(၁၄) နှင်းဆီလမ်း၊ ငွေမိုးဆေးရုံအရှေ့လမ်းကြား၊ ပန်းဘဲတန်းရပ်၊ မော်လမြိုင်မြို့၊ မွန်ပြည်နယ်

Phone: 09 788929595, Website: <https://myinttasaytaman.org/> , <https://www.facebook.com/Myinttasaytaman>

Email: myinttasaytaman2019@gmail.com, mtstmmanagement@gmail.com

Vacancy Announcement

Position Title: Admin and Finance Assistant

Position Required: 1 post

Report to: Admin and Finance Officer

Duty Station: Mawlamyine, Mon State

Application Deadline: 30 June 2025

Project Period: 1.7.2025 – 31.1.2026

Starting Date: As soon as possible

Organization Back Ground: refer to our website <https://myinttasaytaman.org/>

Job Overview: We are seeking a highly organized and proactive Admin and Finance Assistant to join our dynamic team. In this role, you will play a key part in supporting the Admin and Finance Officer with the efficient management of project finances, HR procedures, and office operations. You will contribute to the smooth running of daily activities, ensuring financial records are accurate and up-to-date, while also supporting the team in HR functions and office administration.

Key Responsibilities:

- Financial Recordkeeping & Reporting:**

Assist the Admin and Finance Officer in maintaining accurate records of project expenditures. Systematically review and prepare detailed weekly, monthly, quarterly, and annual budget reports, ensuring accuracy and transparency at all times.

- **Compliance & Financial Procedures:**

Implement financial processes and ensure compliance with MTSTM's Financial Policies and Procedures, fostering an environment of accountability and efficiency.

- **Audit & Review Coordination:**

Support the audit and community review processes to ensure financial integrity and compliance, helping prepare and organize relevant documentation for review.

- **Financial and HR Record Management:**

Maintain and update both financial and human resource records, ensuring all documents are stored systematically for easy retrieval and up-to-date information.

- **Invoice Management:**

Verify invoices after goods are received, ensuring they meet the required criteria for payment, and assist in processing them efficiently.

- **Income & Expenditure Tracking:**

Maintain daily records of income and expenditures, ensuring balances are accurate and up-to-date for transparent financial oversight.

- **Monthly Financial Reporting:**

Prepare and submit monthly financial reports to the Admin and Finance Officer, summarizing all relevant financial data in a clear and concise manner.

- **Staff Communication & Finance Practices:**

Keep the staff informed on relevant finance practices and HR procedures, ensuring that they are always aware of any updates and changes.

- **Recruitment & Staff Support:**

Assist in the recruitment process by following MTSTM's HR procedures, preparing contracts, ensuring staff information is current, and calculating monthly staff salaries.

- **General Office Management:**

Answer phone calls, take messages, and address general inquiries, contributing to a welcoming and efficient office environment.

- **Logistics & Procurement Coordination:**

Collaborate with the Logistics Assistant to ensure strict adherence to procurement procedures, maintaining accountability in all transactions.

- **Asset & Inventory Management:**

Conduct regular asset and inventory audits in partnership with the Logistics Assistant, ensuring that all items are accounted for and properly tracked.

- **Additional Duties as Assigned:**

Be flexible and adaptable to taking on additional tasks as assigned by your supervisor, always striving to contribute to the success of the team.

Required qualifications

- Bachelor's degree in relevant subject
- At least 2 - 4 years working experience, and relevant field in Humanitarian Aid.
- Good experience of MS Office software and especially MS Excel and MS word are essential.
- Good command of both written and spoken English, reporting skill as well as computer literacy.
- Experience in balance sheet reconciliation.
- Knowledge and understanding of humanitarian operating context.
- Ability to maintain a high level of accuracy in preparing monthly reports.
- Knowledge of managing cash/bank accounts.
- Professional knowledge of auditing
- Documented results related to the position's responsibilities
- Good negotiating skills and planning and monitoring, coaching, mentoring, training, and facilitation skills
- Demonstrate a high degree of professionalism and integrity
- Must be able to respect the policies, procedures, Office Memo, orders and instructions set by the organization.

How to apply: • Please submit your **relevant documents**, updated **CV** with the contact details of 2 referees including expected salary and a **cover letter**, summarizing why you are suitable for this position and how to fulfill MTSTM Organization's job qualifications and requirements to **myinttasaytaman2019@gmail.com** or **No. (14), Hnin Si Street, Panbaetan Qrt, Mawlamyine Township, Mon State** not later than 30-June-2025. • Applications after the closing date will not be accepted. • Please note that only shortlisted applicants will be contacted for interviews.

MTSTM is committed to preventing any type of unwanted behaviors at work including sexual exploitation and abuse, harassment, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries. MTSTM expects all staff and volunteers to share this commitment through our code of conduct. Applicants are also requested to mention in the applications if there are blood/marriage relationships with the existing employee of MTSTM.