

Join **AGE Myanmar**: Alliance for Generations and Empowerment in Myanmar



About **AGE Myanmar**

AGE Myanmar envisions an inclusive, resilient, and empowered society that embraces the strength and capacity of older women and men. Our mission is to achieve our vision through impactful policies and practices at all levels of engagement by amplifying voices, promoting rights and responsibilities, ensuring dignity, driving sustainability, and fostering inclusiveness. Our core values guide us:

- Promoting for Inclusion
- Learning for Sharing
- Networking for Partnership
- Respect for Wellbeing

Position: Administrative and Financial Analyst

Location: Yangon with frequent travel to project areas

Reporting to: Finance Director

Contract Duration: Until March 2025 with possible extension

Job Overview

We are seeking a dynamic and dedicated **Administrative and Financial Analyst** to join our team. This role is pivotal in ensuring smooth administrative operations while providing essential support in financial management. This position involves handling a variety of administrative duties, such as managing correspondence, scheduling appointments, and organizing files, as well as assisting with financial tasks including fundamental bookkeeping, invoicing, and expense tracking. The ideal candidate will possess a combination of strong administrative skills and fundamental financial knowledge.

Key Responsibilities

Administration (30%)

- Safeguard confidentiality and handle sensitive information with care.
- Oversee general office tasks: photocopying, scanning, filing expense reports.
- Coordinate office maintenance and manage procurement of supplies and equipment.
- Organize in-country and international travel arrangements for the AGE Myanmar Board, CEO, and EC members.
- Maintain an accurate inventory register and greet and assist visitors professionally.

- Ensure proper data entry in the in-house operational software.

Finance (70%)

- Monitor payments to align with monthly work plans and budgets.
- Ensure payment documentation includes detailed support and proper authorizations.
- Accurately fill out payment vouchers and record staff advances.
- Update and reconcile daily cash books and assist in financial reporting.
- Organize monthly expenditure files and prepare reconciliation statements.
- Uphold financial procedures within the in-house software and perform other finance-related duties as required.

Additional Tasks

- Perform any other duties as assigned by the line supervisor.

Qualifications

- Minimum 3 years of experience in administrative and finance roles within an INGO/NGO.
- Bachelor's degree in finance, Accounting, or related field preferred.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook) and accounting software.
- Strong organizational skills with meticulous attention to detail.
- Excellent communication skills, both verbal and written.
- Understanding of financial principles and procedures.
- Ability to multitask, prioritize, and meet deadlines in a fast-paced environment.
- Discretion and confidentiality in handling financial and sensitive information.
- Adaptability and a willingness to learn new tasks and procedures.

How to Apply

Interested candidates are invited to submit their CV and a cover letter detailing relevant experience and explaining why they are suitable for this position to alex@agemyanmar.org. Require mentioning expected salary and at least 2 referees including current or most employer. The deadline for applications is **April 30th, 2024, 16:00 MMT**.

AGE Myanmar is an equal opportunity employer and values diversity and gender equality. We encourage applications from qualified individuals of all backgrounds with no age limits, PWDs, women, and girls.

Note: This job description aims to provide an overview of the role and is not exhaustive. Duties may be added, deleted, or modified at the discretion of management.

Be a part of AGE Myanmar's journey towards creating an empowered and inclusive society for all!