



## VACANCY ANNOUNCEMENT

Date: 29<sup>th</sup> June 2025

Job Title	Admin and Finance Officer
Department	Finance Department
No. of Position	1
Duration	Up to December 2025
Location	Monywa/ Pyin Oo Lwin Township
Employment Type	Full Time

### About Mercy Hand Organization

Mercy Hand is a faith-driven, community-based organization working to improve the lives of vulnerable populations in small townships and villages across Sagaing and Mandalay Region, Myanmar. With a focus on low-income families, orphans, street children, and disaster-affected communities, Mercy Hand provides essential supplies, family development training, emergency relief, and educational support. Through community development projects and capacity-building programs, the organization aims to reduce poverty, strengthen family life, and empower people toward sustainable living.

### Position Overview

Mercy Hand is seeking a proactive and detail-oriented Admin and Finance Officer to manage financial and administrative operations. The role requires a strong understanding of financial principles, administration systems, and organizational procedures. The ideal candidate will support daily operations, maintain financial accuracy, and ensure compliance with policies and procedures.

### Key Responsibilities

#### Finance

- Oversee day-to-day financial transactions and maintain proper documentation.
- Prepare and process payments, advances, and settlements.
- Prepare monthly financial reports and support the budgeting process.
- Maintain accurate cash books, ledgers, and bank reconciliations.
- Ensure compliance with donor and internal financial guidelines.
- Support internal and external audits by providing necessary documentation.

#### Administration

- Manage administrative tasks including procurement, inventory, and office supplies.
- Maintain proper filing systems for both financial and administrative documents.
- Coordinate logistics for meetings, travel, and training.
- Ensure proper asset management and regular update of asset/inventory lists.
- Support HR-related tasks such as leave tracking, contracts, and personnel files.
- Serve as the focal point for communication with vendors and service providers.



## Qualifications

- Bachelor's degree in Finance, Accounting, Business Administration, or related field.
- At least 2 years of experience in a similar role in the NGO or development sector.
- Strong understanding of accounting practices and administration procedures.
- Proficient in Microsoft Office (Excel, Word) and accounting software.
- Strong knowledge of procurement, logistics, and general administration.
- Excellent communication and coordination skills.
- Ability to work under pressure and meet deadlines.

## Skills and Competencies

- High integrity and strong attention to detail.
- Good organizational and time management skills.
- Analytical thinking and ability to interpret financial data.
- Collaborative and supportive team spirit.
- Strong commitment to transparency, accountability, and ethical standards.

## Working Conditions

This position is based in Monywa/ Pyin Oo Lwin Township, with occasional travel within project areas as required.

## To Apply

Interested applicant should submit updated CV in the link below:

<https://forms.gle/ZyAy3RDoezrEz6Vh9>

Application deadline: **2<sup>nd</sup> July 2025**

Mercy Hand has a zero-tolerance policy toward sexual exploitation, abuse, and harassment (PSEA). All staff are expected to uphold the highest standards of conduct and comply with Mercy Hand's PSEA policy. Violations will lead to disciplinary action, up to and including termination.

Only short-listed candidates will be contacted. Mercy Hand Organization values diversity and encourages individuals from all backgrounds to apply.