



## VACANCY ANNOUNCEMENT

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Position Title	Admin, HR and Finance Officer
Location	Yangon, Myanmar
Employment duration	Initial one year with scope of further extension
Reporting to	Program Coordinator
Start Date	As soon as possible
Office Address	No. 14 Hnin Si Street, Tosta Garden, Thingangyun Township, Yangon, Myanmar

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### (1) Background

FIN Myanmar is a social enterprise established in September 2023 with an aim to improve the quality of lives of people in need through improved their livelihood, access to basic services and capacity to stand with natural and manmade shocks.

### (2) Our Vision and Mission

An empowered and resilient society that can continue to pursue an improved life and stand with any shocks and disasters.

Our mission is to work with communities to improve their quality of life through improved livelihood, access to basic services and capacity to stand with natural and manmade shocks.

### (3) Our Values

Everything we do is shaped by our six values:

- Respect
- Accountability
- Courage
- Collaboration
- Innovation
- Integrity

### Key Responsibilities:

#### Admin & Logistic Support to Team:

- Manage various logistic arrangements like hotel booking for visitors, training/workshops, meeting logistic arrangements, vehicle bookings, air-ticket booking, hotel booking, etc. as requested by the staff.
- Other logistic support (photocopy/scan documents, call to vendors for cheque collection/quotation submission etc.)
- Support renewal of non-national staff visa, FRC and Form-C update.
- Visit the bank for various advance withdrawal and deposit support to staff, bank statement collection etc.



### **Day to day office operation:**

- Ensure the office cleaning is done properly and regularly. Supervise the work of the cleaner.
- Timely payment of utilities bills like electricity, internet bill, water etc.
- Custodian of FIN office Inventory and fixed assets.
- Ensure the office inventory are available with reasonable level of balance
- Timely issue and update the record of Office Inventory.
- Assets coding in every asset. Physical verification of assets on a quarterly basis and documentation of the process.

### **Human Resource**

- Preparing job advertisement drafts, coordinating with line managers and release to the relevant advert medium (online sites, networks, website)
- Collect and compile job applications, prepare long list as per job criteria, invite applicants to selection interview, organise interview venues, coordinate/conduct written assessment processes
- Timely communicate to applicants to update them on the selection processes and its conclusion.
- Facilitate new staff induction and ensure staff to complete the induction feedback form
- Ensure that staff use Excel system for all the system interfaces including for leave requests
- Ensure and update e-copy maintenance of relevant staff documents in staff files as per requirements.
- Process staff ID card, visiting card, arrange workspace and work tools computers etc.
- Ensure HR policies, systems, tools are well understood by new staff and all staff
- Timely submit the invoice and activity log of the consultant to finance

### **Finance**

- **Transaction processing:**

Review of the documents submitted for payment. Process for payments within agreed timeline. For each payment, ensure the compliance is maintained as per FIN accounts manual. Timely dispatch of the payment to the suppliers. Timely payment to the regular consultants, interns and other regular contracts. To make the payment process more efficient, support the finance Manager to update the payment process based on the requirements.

- **Support in account closing process:**



Preparation of monthly balance schedules, offshore reconciliations, debtor/creditor aging list, staff advance tracking etc. Perform offline bank reconciliations and cash count.

- **Cash and bank management:**

Custodian of cash and cheque books of FIN Myanmar. Payment of petty cash expenses as per the FIN policy and maintain cash books on a real time basis. Prepare cheque trail on a weekly basis or as per requirement. Visit the bank for staff salary transfer. Timely request of cheque books to maintain the adequate number of cheques in office.

- **Tax:**

Deduction of tax on each payment as per the prevailing tax act of Government. Timely and accurately deposit of deducted tax, filling and verification.

- **Others:**

- Maintaining and managing the filling system and book-keeping of all FIN vouchers & other financial documents securely and in an organized manner.
- Support program team during major payments in the fields.
- Any reasonable official duties as requested by the line manager and Executive Chiarman.

## **PERSON SPECIFICATION**

### **Qualifications and Experiences:**

- Bachelor's degree in an accounts discipline or other discipline with diploma in accounts such as LCCI.
- At least one year of experience in a similar work and similar organization.
- Demonstrated ability to carry assigned tasks thoroughly, pleasantly, professionally and without close supervision.
- Ability to communicate verbally and in writing, in English and Burmese languages.
- Proficient in using word, excel, PowerPoint and email, internet.

### **Other skills and personality requirements:**

- Able to commit to organisation values and child protection policy
- Problem solving and analytical skill
- Cross cultural awareness and sensitivity
- Good team player
- Ability to work under pressure with numerous deadline and priorities
- Flexible and adaptable approach to working in a changing environment
- Empathy with organization's vision, mission and goal
- Demonstrate high level of accountability towards the assign role



## Applications

**Closing date: Thursday, 2 May 2024.**

Applications for this role must comprise of:

- A cover letter showing the interest and eligibility of the applicant (max 1 page)
- A curriculum vitae (max 4 pages). The CV must include at least two professional referees (referees will not be contacted until after interviews, with permission from the candidate)
- Late or incomplete applications will not be accepted
- Any undue pressure to influence the selection process will disqualify the candidacy

Please **note that only shortlisted candidates will be contacted**. Shortlisted candidates will be called for a written test and interview. Written test and interview will be held in FIN Myanmar office in Yangon. A second interview may be requested if required.

FIN Myanmar is committed to welcome people from the widest possible diversity of backgrounds, cultures and experiences. We will make any practical adjustments to enable suitable disable people to participate fully in the interview process, and if selected, afterwards in an office environment. Please let us know if you have a disability and require any special assistance.

**Email your letter and CV to: [friendinneed.myanmar@gmail.com](mailto:friendinneed.myanmar@gmail.com) by Thursday, 2 May 2024.**

The subject line of your email should read as **“Application for Admin, HR and Finance Officer, FIN”**.