

Inclusive Systems Myanmar Limited by Guarantee is registered as an organization, and it is a Social Enterprise of Helvetas Swiss Intercooperation in which operational in 30 developing countries around the world. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. ISM is active in the following three thematic areas: a. water, food and climate; b. skill, jobs and income and c. voice, inclusion and cohesion. ISM engages in emergency relief, reconstruction, and rehabilitation. Our working approaches prioritize local ownership, multi-stakeholder and equitable partnerships, and downward accountability. We are a gender, culture, race, creed, political and religion neutral unbiased organisation which promotes inclusion, diversity and tolerance, respect and fair treatment for and between employees, partners, contributors and community groups.

Responsible Business Fund Plus (RBF+) is a Matching Grant Fund (2024–2028) under the EU-supported SLING Action, co-funded by the Embassies of Denmark and Switzerland, and implemented by Inclusive Systems Myanmar and Helvetas Myanmar. RBF+ promotes inclusive growth of agrifood MSMEs in local value chains to enhance economic resilience and environmental sustainability, through three key outcomes:

1. Capacity improvement of Companies and Equipment Suppliers, to offer modern Agricultural Inputs, Services and new Technologies
2. Strengthening the capacities of MSMEs providing Agri Inputs to farmers and Agrifood MSMEs processing agricultural output
3. Improved Market Access (Domestic and Export) for Agrifood MSMEs and Farmers through Business Associations and Large Local Retailers / International Importers

Target Groups

- Direct: Agrifood MSMEs that support farmers with productivity, cost-efficiency, or market access.
- Enabling: Tech suppliers, equipment providers, business associations, and large buyers with a commercial stake in sustainable agrifood systems.

Subject to the donor funding of Responsible Business Fund Plus (RBF+), we are currently looking for an enthusiastic, committed, experienced and reliable

Assistant Finance Officer - 1 Position

based in Yangon with frequent travel to project areas.

MAIN TASKS

- Organize, file, and index documents systematically for easy retrieval and audit readiness both digital and physical financial documents.
- Perform regular backups and upload scanned documents to server and SharePoint, ensuring document security and completeness
- Digitize physical records and manage document management systems (DMS) or cloud-based archives.
- Conduct regular reviews to ensure all supporting documents are complete, up-to-date, and properly stored.
- Scanned and digitized physical financial documents including invoices, receipts, bank statements,
- Ensure image quality, readability, and proper alignment of scanned files and Index and label digital files
- Safeguard sensitive financial information by following data protection policies and access controls.
- Periodically audit digital files to ensure completeness, accuracy, and compliance with document retention policies.
- Maintain financial documents both electronically and in physical form, ensuring comprehensive and reliable documentation.
- Check and review the documents submitted by service providers for payments, ensuring accuracy, compliance with requirements, and timely processing of payments.
- Oversees service providers financial compliance. Ensure any payments are supported by relevant documents.

- Assist in accurately filling up the Financial Forms, ensuring all necessary information is provided to facilitate timely and accurate payment processing in accordance with established procedures and guidelines.
- Ensure the contracts between SMEs and Service Providers as well as the goods and service given, are aligned with approved budgets, guidelines, and contracts.
- Support the preparation and processing of payments to service providers, grantees, and suppliers.
- Verify the completeness of supporting documents for each transaction.
- Help validate documentation submitted by service providers, equipment suppliers, and grantees.
- Assist the Finance Officer and Manager in monthly reconciliations, budget monitoring, and preparation of financial reports.
- Process and monitor timely payments to service providers, equipment suppliers, and grantees, ensuring compliance with RBF+ procedures and timelines.
- Validate supporting documentation and coordinate with relevant teams to ensure suppliers and service providers meet RBF+ criteria.
- Prepare payment vouchers accurately and ensure that all necessary support documentation is properly attached
- Handle and account for day-to-day project operating expenditures, financial and accounting transactions and verifying disbursements from petty cash offices.

YOUR QUALIFICATIONS

- Bachelor's degree in relevant fields such as B.Com / LCCI I & II
- At least 1 year of experience with relevant positions
- Must be able to understand the grant payments process
- Knowledgeable of INGO Financial Management
- 1 year of project management experience in diverse sectors.
- Working experience in INGO/NGO and development sectors is preferred
- Accountability & Stewardship
- Strong analytical and problem-solving skills
- High level of integrity and confidentiality
- Fluency in English and Burmese is required

WE OFFER YOU

A multicultural setting and a flexible and dynamic working environment, which values innovation, initiative and learning.

We look forward to receiving your complete application including a **motivation letter**, **work certificates** and **diplomas** by **11 July 2025 at 5:00 pm**. Please note that **three references** are needed for shortlisted candidates. Interviews will be a combination of verbal and practical/technical exercise in English.

Please include the name of the position you are applying for in the subject line of your email.

Please send your electronic application to hr.mmr@helvetas.org.

Visit our website : <https://inclusivesystems.org/> , <https://www.rbmyanmar.com/>