



JOB ANNOUNCEMENT

Finance and Administration Assistant

INTERNATIONAL ALERT(Myanmar Branch)

Background information

International Alert is one of the world's leading peacebuilding organisations, with 30 years of experience laying the foundations for peace. We work with local people around the world to help them build peace. And we advise governments, organisations and companies on how to support peace. We focus on issues which influence peace, including governance, economics, gender relations, social development, climate change, and the role of businesses and international organisations in high-risk places

We are looking for an enthusiastic and dynamic Finance and Administration Assistant to join our Yangon-based team. You will have experience and knowledge of finance, procurement and logistics in non-profit organizations in supporting the financial, procurement and operation tasks of country office's programmes and have good written and verbal communication skills both in Myanmar and English.

How To apply,

Interested candidates are invited to submit an application letter together with complete duly filled and curriculum vitae to myanmar@international-alert.org. In your application, please indicate the full job title of the role you are applying for. Only the shortlisted candidates will be contacted for personal interview and written test.

Closing date: **May 24th, 2024** at midnight (Myanmar time)

Interviews will provisionally be scheduled to take place in the week beginning June ,2024

Job Description

Job Title	Finance and Administration Assistant
Reports to	Finance & Grant Officer
Job location	Yangon
No. of Position	1
Grade and level	Assistant/ Grade 5.9 (USD 717)
Contract duration	One year with intention to continue contingent on funding.

Job Purpose

The post-holder will be a crucial part of supporting the project team in delivering the quality project along side with Finance and Grant Officer (FGO) will the overall financial, procurement & Logistic tasks in order to support the country programs.

She/he will work closely with Finance & Grant Officer to accomplish the finance and operations task in time.

She/he should have the valid passport.

Duties and Responsibilities

Main Responsibilities

Finance

- Prepare payment request for hotels, office, house rents, telephone and electricity, etc with the attachment of necessary supporting documents and voucher.
- Ensure all expenses are authorized, recorded and coded correctly, including staffs expense
- Bookkeeping for cash/bank transactions.
- Reconcile cash balance with physical cash count (including cash reconciliations);
- Clear the petty cash at the finance department monthly with accurate vouchers as per policy and guidance.
- Recording and banking cheques through systems (including bank reconciliations);
- Scan for all financial documents requested from auditor or from HQ and coding stamp
- Maintain documentation and filling systems in accordance with IA's standard and procedures
- Familiar with accounting software
- Assist to share financial knowledge and be applied financial policies and procedures for staffsProcurement

Admin/HR

- To assist the FGO with other Finance or administrative duties as directed
- Carry out any relevant additional tasks as requested by FGO and respect IA's guidelines and codes
- To assist HR process such as recruitment process, staff contract, leave etc for the office.
- Document all necessary staff data and update the files regularly in PeopleHR.
- Assist the line supervisor in coordinating with landlord any issues (e.g, contract, inventory, utilities bills and maintenance) related to office and residence facilities.
- Maintain keys and locks for all the facilities (offices and residences) and ensure the spare keys reserve in the key box.
- Make travel arrangements (domestic and overseas) for IA international and national staff, flight booking, accommodation
- Collect quotations for procurement related from travels & tours, car rental & hotels etc. for services and other suppliers for procurement of goods;
- Ensure accurate and up-to-date inventories of offices and guest house accommodation
- Any other business required by country office

Skills and Experience Requirement:

- Myanmar National, Bachelor's degree holder, preferable in Accounting, LCCI or preferable in the related field
- At least one or two years relevant working experience and knowledge on development field or support unit.
- Good interpersonal skills and willingness to work reliable with nature of environment
- Good computer literate (Excel and Word)
- Have the information technology general knowledge
- Good communication skills and workable and respect with local context
- Asset in English both writing and speaking