



No. (7), Room No. (202), AMPS Moe Kaung Condo, Moe Kaung Road,
(13) Quarter, Yankin Township, Yangon.

Phone: 09 798424123 , 09 978797464

Email: myanmar youthstars.mys.mm@gmail.com

Facebook: www.facebook.com/MyanmarYouthStars

VACANCY ANNOUNCEMENT (001/04/24)

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|--------------------------|---|
| Title | Cashier |
| Reporting Line | Reports to the Finance and Grants Coordinator |
| Type | Full-time |
| Working Hours | Standard Office Hours with flexible arrangements based on program requirements |
| Location | Yangon |
| Contract Duration | One Year |
| Closing Date | 8 – May - 2024 |

Introduction: Myanmar Youth Stars Network is an organization comprising a consortium of young individuals from key populations. Established in early 2013, the network's primary aim is to address the disparities, stigma, and discrimination encountered by marginalized young individuals who face elevated risks of contracting HIV.

Scope: Operating across 18 regions in Myanmar, the Myanmar Youth Stars Network focuses on empowering vulnerable populations, including young males engaging in same-sex relations (MSM), transgender individuals, those using injectable drugs (PWID), male and female sex workers, people living with HIV (PLHIV), and other vulnerable young individuals.

Engagement: Collaborating closely with over 1,500 members of the Young Key Population (YKP) across 18 townships, our initiatives center around:

1. Advocacy for YKP rights concerning HIV, Sexual, and Reproductive Health (SRH).
2. Facilitating peer-led networking through online services.
3. Enhancing the capacity of community members and advocates on pertinent issues.
4. Conducting community-based research since 2012.

Position Summary:

Cashier has a general responsibility to ensure that the cash receipt, withdraw and payment are managed and to assist in the implementing of project activities within the framework of the MYS Policies, regulations and procedures

Primary Responsibilities

- Assist Finance Officers on day to day finance and accounting function;



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- Check, verify and disburse all advances/ travel advance request of operating staffs;
- Check, verify, disburse, receive all operation expenses and check for in line with financial policies and guidelines
- Daily data entry and updated the standard receipt / payment vouchers to SQL software;
- Prepare to perform physical counting of operation cash daily;
- Coordinate with operation team relating with finance matters;
- Copy to daily advances, expenses and scan to all vouchers;
- Filing for original monthly financial report;
- Assist finance team for timely monthly reports preparation and submitting reports to Donors.
- Reconcile the closing balance of cash in hand and prepare a certificate of cash denominations at the end of every month
- Ensure that the cash in hand agrees with the balance of the Cash Book maintained.
- Pays in and disburses money from the cash boxes for which he or she is responsible and records the movements in a cash ledger.
- Pays advances, records them in an advance ledger and clears them
- Adheres to security and safekeeping procedures and alerts his or her supervisor in the event of an incident.
- Monitor advances and their supporting documents
- Prepares any supporting documents asked for by internal or external auditors.

Working Relationships

Internal

- ❖ Work closely with finance and accounting team of MYS and Project Manager/Project Officer.

External

- ❖ MYS Partners, Banks, Auditors, Consultants

Working Experience

- ❖ Minimum 3 years of proven experience in accounting/bookkeeping or a related fi
- ❖ Knowledge and understanding development and humanitarian context.
- ❖ Ability to maintain high level of accuracy in preparing financial reports.
- ❖ Knowledge of managing cash/bank accounts.
- ❖ Ability to work under pressure, as part of a team or independently, and meet deadlines consistently.
- ❖ Good communication and coordination skill with the program staff.
- ❖ Good English language skills, both oral and written.
- ❖ Able to travel if needed and able to work independently and seek help when necessary.



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Skills and Qualifications

- ❖ Must be any graduate with computer basic skill
- ❖ At least two year experiences with finance related field
- ❖ Should be organized, systematic, dynamic and must interact well with others
- ❖ Ensure the understanding of financial regulations and instructions of MYS
- ❖ Mutual understanding is essential
- ❖ Perform any task allocated by finance and grants coordinator.

Closing date- 8 – May - 2024

Only short-listed candidates will be contacted.

Remark: For those who failed to mention or incorrectly mention the apply position title, Program/Sector name and location in their applications, we will consider those as disqualified and we will not consider for shortlist.

The applicant must submit a CV with the recommendation of at least two and a cover letter to myanmaryouthstars.mys.mm@gmail.com not later than the office hour of the closing date. Late submissions will be considered disqualified.