



Vacancy Announcement

Job Title	Finance Officer
Employment Status	Full Time
Number of Position	1
Location	Yangon, Myanmar
Travel	Up to 25 % of work time (if needed travel to NTKM targeted area in Myanmar)
Reporting to this position	Accountant
Report to	Finance Manager

Nae Thit Company Limited is a chain of clinics including B.K.Kee clinic generated and managed by Nae Thit Social Enterprise, established to provide quality healthcare services at affordable prices in innovative ways. Nae Thit Company Limited is looking for an expertise Finance Officer to lead and manage the verity rolls in the financial activities of the Company and clinics.

The Finance Officer will work closely with the Finance Manager, Accountant, Program and Admin & HR team to ensure that all the compliance on finance and grants are in line with Nae Thit Company and donors' policies and requirements.

Primary Responsibilities

By the guidance of the Finance Manager,

- Ensure the staff and activities are well supported and regularly monitored to ensure good practices in Financial Management and strong internal control system in place
- Ensure systematic cash and control banking process are in place and manage the funds transfer to be on time.
- Evaluates and perform desk review (both transactional and supporting documents) of the staff and assigned operation financial data to ensure expenses were properly incurred with appropriate supporting documentation and comply with NTKM financial policies and procedures.
- Ensure NTKM' financial data, expenses are timely and accurately recorded
- Monitor Budget Performance and expenditure control as directed by the Finance Manager

Regular Responsibilities

By the guidance of the Finance Manager

- To ensure full understanding and compliance of NT Social Enterprise and donor policies by all project staff, through training, guidance and support



- To verify cash advances/payments and manage the funds transfer to staff/pharmacies on time.
- To monitor payments of rent, utilities, electricity, Internet, maintenance fees, etc.
- Provides feedback to the staff on the results and follows up any questionable and/or missing items.
- Make sure all coding are correct in requisitions, advances, and expense statements.
- Ensure the coding contained on expense statement are accurate as per Chart of Account (COA) and check the expenditures are reasonable, relevant, and according to the monthly cash projection and level of authority.
- Check invoices/receipts/supporting documents attached to the expense statement are accurate and complete as well as signatures are obtained before making the payment as per payment requests.
- Ensure there is sufficient cash available in NT Social Enterprise office and maintain cash in safely manners.
- Dealing with bank for payment to vendors or transfer/withdrawal of projects' cash as instructed by the NT Social Enterprise Finance Manager
- Record financial transactions on a day-to-day basis in Cash and Bank Book as instructed by the NT Social Enterprise Finance Manager
- Preparation of monthly financial reports and submit to NT Social Enterprise Finance Manager
- Conduct weekly cash counts to ensure that physical cash and Cash Book balances are agreed and report it to NT Social Enterprise Finance Manager
- To code all receipts and invoices as accounting system.
- To maintain filing system periodically, perform archiving of the financial and accounting documents as instructed by the NT Social Enterprise Finance Manager
- Prepare and document the reconciliation of financial cash and bank balances and petty cash on a monthly basis as instructed by the NT Social Enterprise Finance Manager
- To support NT Social Enterprise Finance Manager to all the requirements from internal, external or donors' auditing processes
- To support NT Social Enterprise Finance Manager in preparing the monthly office cost allocation.
- Other duties as assigned by the NT Social Enterprise BODs, General Manager, Operation Manager and Finance Manager

Other

- Build a strong and collaborative positive working relationship with staff members, social enterprise and business companies as needed.
- Ensures the accountability and compliance for procurement of NT Company
- Coordinates with donor's Finance Focals for grants accounting, reporting, compliance, and risk management setting-up systems
- Overview the salaries calculation and tax calculation and make sure the salaries transferred process
- Assist and support the NT Company's Management Team in budget planning and report



preparations by the guidance of the Finance Manager

ESSENTIAL SKILLS

- Bachelor's degree in business administration or similar, Bachelor's degree in Accounting, Finance, Commerce. LCCI/CAT.
- Finance/ budget planning/ Analyzing Market trends knowledge.
- Excellent Business English competency especially in writing and speaking.
- Proven experience in financial management and excellent organizational skills for at least five years in the business sector
- Ability to communicate with diverse stakeholders.
- Proven ability to multitask, work collaboratively across diverse teams, work independently, and deliver results.

**All interested and qualified candidates are requested to send an Application Letter, a Curriculum Vitae with one recent passport size photo, and contact details of two referees to:
Email: hr@naethit.org**

- The closing date for application is **5:00 pm, (20th May, 2024), Myanmar Time.**
- Please clearly mention the Position you are applying for in the subject line of the email.
- Due to the large volume of applicants, only shortlisted candidates will be contacted.