



Building (C-1), Room (302), Hnin Si Street, Yuzana Highway Complex Housing, Kamayut Tsp, Yangon, Myanmar

Phone: 09 755995787, 09 777998386

Email: office@tfpmm.org

Vacancy Announcement

Job title	Finance Assistant
Department	Finance
VA No.	TFP/VA/240505
Job Grade	GS-5
Number of Position	1
Location	Yangon
Report to	Sr. Finance Officer

TFP Organization Profile

The Fifth Pillar emerged as a nonprofit rights and legal based organization with a mission of strengthening democratic institutions in Myanmar. The organization seeks to grantee that all citizens enjoy their rights without any kind of discrimination. The organization's main areas of focus include: 1) Democratic Enlightenment; 2) Promoting the rule of law; and 3) Advancing Social empathy.

Vision

A pluralistic society with peace, justice, and equality.

Mission

The Fifth Pillar is a non-profit rights and justice-based organization, which is committed to promoting rule of law & increasing A2J, strengthening social harmony and social equity, enlightening people about federal norms and democratic culture, conducting evidence-based advocacy, strengthening state institutions cooperating with national, regional, and international actors.



The Fifth Pillar

CHANGE starts with you

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Position Summary

The Finance Assistant position in an organization involves providing support to the Finance Department by assisting with financial management tasks, ensuring compliance with internal policies and external regulations. The Finance Assistant reports to the Senior Finance Officer or designated supervisor and plays a vital role in maintaining accurate financial records and facilitating financial operations.

Duties and Responsibilities

1. **Financial Data Entry:** Accurately enter financial data into the accounting system, including invoices, expenses, and journal entries.
2. **Expense Verification:** Review and verify expense reports and supporting documentation for accuracy and compliance with organizational policies.
3. **Petty Cash Management:** Maintain and reconcile petty cash funds, ensuring proper documentation and adherence to expenditure limits.
4. **Bank Reconciliation:** Assist in reconciling bank statements with internal records on a regular basis to ensure accuracy and identify discrepancies.
5. **Budget Monitoring:** Assist in monitoring budget utilization by tracking expenses and providing regular reports to the Finance Manager.
6. **Financial Reporting:** Support the preparation of financial reports, including monthly, quarterly, and annual statements, ensuring timely and accurate submission.
7. **Compliance:** Ensure compliance with financial policies, procedures, and donor requirements.
8. **Audit Support:** Assist in coordinating and providing support during internal and external audits, including preparing necessary documents and responding to auditor queries.
9. **Recordkeeping:** Maintain organized and up-to-date financial records, including invoices, receipts, and other financial documents.
10. **Financial Analysis:** Assist in conducting financial analysis and providing insights to support decision-making processes.
11. Additional tasks assigned by The Fifth Pillar.



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Qualifications include Requirements/ Qualification

- Any graduate or preferable in accounting/ Financial Management.
- Previous experience in a similar finance or accounting role is desirable.
- Familiarity with financial management software and tools.
- Multi-tasking, positive work attitude with excellent interpersonal and communication skills
- Good organizational and time management skills
- Self-motivated team player with strong problem solving and analytical skills.
- Willingness and capacity to travel to the field outside of Yangon.

PSHEA Regulation for The Fifth Pillar Organization

The Fifth Pillar Organization has a zero tolerance to Sexual Harassment, Exploitation and Abuse of beneficiaries. Protection from Sexual Harassment, Exploitation and Abuse (PSHEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSHEA, always (both during work hours and outside of work hours).

TFP will offer the successful applicant.

- Competitive salary package depending on experience and skills.
- Health Insurance
- Phone top-up cards
- All gazette public holidays as paid-off days
- Entitled to receive Paid leave on an annual basis
- Training opportunities
- Extra allowance (Per diem, Travel Allowance) if applicable

How to Apply

Please email your cover letter and curriculum vitae mentioning the position to which you are applying in the subject line mentioned as "Finance Assistant" to hr@tfpmm.org



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Application Deadline: No later than 5:00PM, 17th May 2024 (Friday)

Application will be reviewed on a rolling basis, so early submission is encouraged as soon as possible.

The Fifth Pillar respect Gender Equality and Female candidates are strongly encouraged to apply.

Please note that only shortlisted candidates will be individually notified and invited for a test and panel interview. Shortlisted candidates will be required to provide at least two professional references.