



Vacancy Announcement

Position:	Finance Officer
Number of positions:	(1) position
Location:	WFH with occasional visit to project sites
Working Time:	9:00AM - 6:00PM (with Lunch break)
Report to:	Finance Coordinator
Work Mainly With:	Finance Team, Operation Team, Program Team
Collaborate with:	Program Coordinators, Executive Director, Senior Trainers, Trainers

Saya Foundation is a nonprofit organization founded by enthusiastic educators with the aim to provide safe and inclusive education for an equitable society. Our work scope includes providing whole-school support to schools, creating training programs for religious educators and teachers, establishing online learning activities for children and parents, and developing learning materials and resources. Through the above programs, Saya takes the role in advocacy and raises the awareness of people related to children and education. For more detailed information, visit our website at: www.saya-foundation.org

Duties and Responsibilities

- To ensure full understanding and compliance of SYF and donor policies by all project staff, through training, guidance and support
- Prepare monthly, quarterly and annually cash forecasts, cash requests and bank transactions
- Collaborate with Program Coordinators and work on Fund Requests of each projects



- Ensure transparent method for cash transition and conducting cash count with senior management level
- Review vouchers, travel expenses reports, and supporting documents to verify that expenses were properly incurred
- Prepare routine accounting reports to Finance Coordinator and Executive Director for review
- Monitor cash in hand and prepare cash flow estimations for office operations
- Maintain and update the financial document filing system properly for the auditing process
- Arrange file and maintain finance documents of all projects such as cash books, records, payments and receipts
- Maintain and update financial document filing
- Contact focal point person of banks and other vendors for necessary financial transactions
- Make supplier payments linkage between admins and other team members
- Assist to Finance Coordinator and Executive Director in budget development
- Perform other relevant duties as assigned by Executive Director and Coordinators to contribute team effort
- Assist and support admin related matters such as purchasing and transfer cash to suppliers
- Attend meeting with donors/partners whenever it is necessary
- Perform other relevant duties as assigned by Executive Director and Line Supervisor to contribute team effort

Requirements

- Bachelor's degree in Accounting, Finance, Commerce, LCCI or equivalent degree, or having some working experience in relevant field.
- Commitment to and understanding of Saya Foundation's Core Values and Aims



- Excellent communication with teams effectively
- Highly motivated with a desire to learn
- Proficient in Microsoft Office Suite, Word, Advanced Excel, PowerPoint

Saya Foundation's Core Values

- Learning and Sharing
- Professionalism
- Social Inclusion
- Compassion
- Synergy
- Agility

Contact Us

Interested applicants must send a Cover Letter, Curriculum Vitae (with two referees from your previous employment) and a portfolio containing your previous works, to info@saya-foundation.org by **May 22, 2024 at 5:00 pm**.

Note: Please write the name of the position you are applying in the Subject Line of your email. One applicant can only apply for one position. Only short-listed candidates will be contacted via mail.

Saya Foundation is an inclusive organization committed to diversity and social cohesion. We encourage applications from women, minority groups and people with disabilities. There will also be no discrimination against an applicant's race, color, gender, religion and sexual orientation.