



SHWE KYUN THAR Network

Office: # (66), Ward (7), Bogyoke Aung San Street, Chaungzon Township, Mon State,
Myanmar. (sktcz.mon@gmail.com, skt.humanresource@gmail.com)
09- 784810030, 09-785216993

Vacancy Announcement

(Local candidates only)

SHWE KYUN THAR (SKT) is a Non-Profit organization in Mon State, Myanmar and found Since 2013. The SKT mainly focuses on Child Rights Governance and community development such as promotion of UNCRC, Child Rights Law, social accountabilities, Livelihood and other related activities which is involving children and community members in decision making process in their respective local and regional areas.

SHWE KYUN THAR invites qualified applicants for the following.

Post Title	Finance Assistance, Grade -E1
Number of Posts	(1) Person
Duty Station	Thaton, Mon (Frequent travel to Project area)
Starting Date	As Soon as Possible
Reporting to	Finance Officer

GENERAL ASSIGNMENT: Finance Assistant will manage grants, financial transactions, and support partner organizations in the field who are implementing humanitarian assistance projects, to ensure maximum accountability according to SKT's policies. The Finance Assistant will receive full technical support on all financial matters from the Finance Officer and will be managed by the Project officer for project-related requirements.

RESPONSIBILITIES

Financial Management:

- Finance assistance to take on a role of applying the SKT's Finance policies and team to support in all of its operational activities, and particularly
- Finance Assistance based in Thaton Office and regularly monitoring to Head office
- Apply the existing financial management system in line with internal policies
- The role of the Finance assistance is to support with the input of operational transactions in to the financial systems
- Maintaining the financial records performing appropriate controls and reconciliations
- Support the production of monthly financial management reports and reports to donor and support with the related administrative processes
- Assist in the process of donor and organizational auditing process
- Check daily income and expenses and update the cash account/book and bank book
- Ensure proper recording of funds received from donors and tracking of grant submission and financial reports

Specific Responsibilities

- Be responsible for the day-to-day transaction processing of the Income, Purchases, Nominal Ledger and the Organization funding



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- Support officer to make sure of the financial report and related document for reporting
- Prepare payment for supplier and internal advance and other payments
- Assist in communicating with donor agencies to address the financial report and solving problem or any financial gaps.
- Review partner budgets and financial reports to ensure consistency with project plans and reports
- Support/lead budget negotiations and investigate budget variances and compliance with contractual requirements.
- Ensure contracts and supporting agreements are in place and accurate for all organizations.
- Ensuring accurate and timely organization invoicing, processing of journals, and processing supplier invoices
- Entering project receipts, Supplier payments and other bank transactions and performing bank reconciliations for review
- Ensuring that Project/Budgets codes are correctly input
- Reviewing and reconciling Advance in and out (including prepayments and accruals)
- Assist in performing a variety of accounting reconciliations including graduate loan grant management
- Assist in performing fund control activities and providing information to support cash flow forecasting and management
- Assist in develop TOR for audit and facilitate the whole process of auditing organization and project based
- Lead the production of the monthly Fixed Costs Report, monthly Income and Forecasting Report for projects, and monthly project Reports
- Performing an initial review to identify and escalate reporting discrepancies or control issues
Completing monthly tasks checklists, particularly to ensure that processing and reconciliations and controls are complete
- Assist in budget reporting and Monthly report
- Assist other sector lead for reporting and budgets arrangement

DEGREE AND SKILLS REQUIRED

- Bachelor Degrees Holders or equivalent and actively pursuing qualification (Accounting, Financial and other related qualification)
- At least Two years Finance work experience, including accounting and reporting
- Ability to understand contractual terms and requirements for documenting of transactions
- Demonstrable Intermediate Excel skills
- Numerate and good attention to detail
- Able to demonstrate initiative and flexibility
- Motivated team player with good interpersonal skills and strong desire to support the team in meeting organizational objectives
- Good planning and organizational skills
- Good time-management skills
- Ability to resolve problems and queries quickly and efficiently



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- Written and verbal communication skills in English is a valuable added

TERMS AND CONDITIONS:

Salary: Competitive salary + other benefits

Hours: 40 hours per week

Contract length: One year with possibility of extension, subject to funding

Probation: Three months' Probation

Holidays: 12 days leave per annual year, in addition to approved public holidays in Myanmar and addition to the HR policy.

Applicants must follow the following information.

A cover letter above your resume; At least two referees and copy of the degrees / graduation certificate must be sent to the following address:

Expected Salary must provide on your application.

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Deadline for submission is 3.7.2025 (Thursday) before 5pm. Request to submit the required documents of education to the office or by mail and only short list candidate will contact by SKT assigned staffs.

While you are applying this position, Subject Line should be: SKT Project – **(apply position)**