



VACANCY ANNOUNCEMENT

AYO is seeking qualified and detail-oriented individuals to assume the role of Admin & Finance Officer. The selected candidate will be responsible for delivering accurate, timely, and professional financial management throughout the entire project cycle. This includes overseeing day-to-day financial transactions, maintaining up-to-date financial records, preparing periodic financial reports, and ensuring compliance with organizational policies and donor requirements. The Admin & Finance Officer will play a key role in budgeting, expenditure tracking, financial forecasting, and audit preparedness. This role also involves supporting project teams and partners by providing financial guidance, ensuring adherence to internal controls, and facilitating capacity building in financial management. The Admin & Finance Officer will ensure the efficient and effective implementation of the financial components of humanitarian and development interventions. The role demands strong analytical skills, a high degree of accuracy, and the ability to manage multiple tasks under pressure. This position reports to the Finance Manager and serves as an integral member of the Head Office.

AYO invites qualified applicants to apply for the following position.

Admin & Finance Officer (Ref: AYO/VA/2025/006)

Program Name : Emergency Response Program (Multisectoral)
Duty Station : Mandalay and Sagaing Region
Reports to : Finance Manager
Contract Period : 6 months
Starting Date : As soon as possible
Number of Opening : 2 Positions
Education Level : Bachelor's degree in a relevant field or equivalent practical experience.

Qualifications:

- ☐ A university degree or equivalent in accounting
- ☐ At least 3 years in a similar position with an NGO
- ☐ Excellent knowledge of word, excel, and preferably accounting software
- ☐ Good writing and communication skills
- ☐ Flexible, trustful and calm under pressure
- ☐ Ability to meet the work deadlines

Responsibilities:

- ☐ Check the expenditure reports and relevant vouchers for all financial activities.
- ☐ Check fund requests submitted from project areas and prepared necessary documentation for disbursement.
- ☐ Undertake weekly/monthly physical cash count check.
- ☐ Supervise daily cash and bank transactions and make sure documentations are in accordance with AYO finance guidelines and procurement procedures.

- ☐ Prepare and analyse pay bills, monthly financial reports, and bank reconciliation statements.
- ☐ Liaise with project managers to ensure submission of timely fund requests and monthly expenditure reports.
- ☐ Visit project areas and check disbursement vouchers.
- ☐ Advance funds to program staff and conduct spot checks of expense vouchers.
- ☐ Check accuracy, validity, legitimacy of all vouchers.
- ☐ Update vouchers in accounting software in a regular and timely basis.
- ☐ Compare budget and actual expenditure.
- ☐ Submit monthly, quarterly, yearly and project-end report to Finance Manager.
- ☐ Provide support and advisory assistance to other departments to ensure AYO Finance Manual is being practiced.
- ☐ Cooperate with Finance Manager and Programme Manager on all financial activities.
- ☐ Support and prepare for internal and external audit.
- ☐ Supervise and monitor internal inventory record, and official inventory/asset reports.
- ☐ Ensure that financial guidelines are promoted and followed by all the staff.
- ☐ Assist in organizing events, workshops, and meetings, including booking venues, coordinating transportation, and arranging catering.
- ☐ Coordinate travel arrangements for staff, including ticket bookings and visa applications.
- ☐ Coordinating with logistics, HR, and program teams for financial planning and execution.
- ☐ Perform other duties as assigned by Finance Manager.

Note: The applicant shall abide by the AYO's Code of Conduct, Safeguarding and be responsible for ensuring that the workplace is free from Sexual Exploitation and Abuse (SEA).

Applicants should submit their Application Letter, current CV with complete contact details, photocopies of certificates, 2 professional referees, and indicate "position applied" to:

hr-ygn@aryoneoo-ngo.org , and admin-ygn@aryoneoo-ngo.org.

DEADLINE for APPLICATIONS: 11th July 2025

(We encourage early submission of applications as candidates can be hired before the deadline)

Only short-listed candidates will be invited for an interview. We are not obliged to return received applications.