



Community Action. Leveraging Services.

## VACANCY ANNOUNCEMENT # 024- 2025

04 April 2025

**Lan Pya Kyel Association** (“LPK”) is a non-profit, non-political and non-sectarian organization. It is local organization in Myanmar. Organization is currently providing full comprehensive package of HIV prevention and treatment to vulnerable populations particularly, sex workers and men who have sex with men and Transgender Women. Organization has been implementing HIV and related programs throughout the country for the past 20 years with the name of “TOP”. Lan Pya Kyel is now inviting applications to fill the following position:

<b>Job Title</b>	<b>:</b>	<b>Assistant Finance Officer</b>
<b>Office</b>	<b>:</b>	<b>Pathein - Lan Pya Kyel</b>
<b>Report to</b>	<b>:</b>	<b>Project Officer</b>
<b>Contract Term</b>	<b>:</b>	<b>Fixed term contract based on project period</b>

### **JOB SUMMARY:**

An Assistant Finance Officer will be responsible for providing financial support to the Pathein project offices under the direct supervision of Project Officer and technical supervisor from Finance Officer from HQ. S/he will monitor specific project financial transactions for Pathein office, prepare and verify financial documents from Pathein offices, and assist in the timely preparation of monthly internal financial reports. S/he will ensure that specific project financial transactions and LPK’s financial management comply with existing policies and practices while providing necessary guidance to LPK site employees on overall financial operations and reporting under the supervisor’s direction and program strategy. Additionally, s/he will ensure smooth financial operations within LPK’s finance system with the highest level of accuracy.

### **DUTIES & RESPONSIBILITIES:**

- Act as a fund/cash custodian for Pathein office operations for daily cash inflows and outflows, ensuring compliance with LPK’s cash management policy.
- Manage fund/cash liquidity for Pathein operational costs and report the daily cash-in-hand balance to the supervisor.
- Ensure the sufficient fund at cash in hand and bank balance and report to supervisor when minimum level of cash.
- Perform daily, weekly, and monthly cash counting processes, ensuring proper documentation and maintaining both hard and soft copies for internal and external audits.
- Coordinate with HQ Finance team for ensuring the proper cash management system is maintained and cash and bank balances are correctly recorded.
- Regular check the cash balances for Pathein offices and make sure the remaining cash in hand amount are kept per the minimum level of cash balance amount.
- Regularly monitor the advance and expense registers and track the remaining outstanding advance or unclear advance and follow up with respective staffs to clear advances timely.
- Ensure the delivery of exceptional service and provide timely responses to employees regarding cash requests and expenditure reports.
- Ensure all financial transactions are posted into QuickBooks Enterprise (Live) accounting software and completeness with full information and data in a timely manner.
- Assist in preparation of closure of monthly financial report, recording all transactions timely and follow up with respective persons to provide the necessary data respective persons for the office.
- Prepare payment vouchers and receipt vouchers related to the Pathein office as per LPK’s finance policy.
- Assist in preparation of audit responses, including document collection from the finance and other departments.



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- Be responsible for timely reporting to HQ on all financial documents of the Pathein office, ensuring completeness, adequacy, accuracy, and compliance with LPK's finance policy.
- Regular Scanning process up to date and systematically store all financial documents in the shared drive.
- Prepare journal vouchers for accrual, prepaid and reclassification and ensure the required information and appropriate justification are included before submission for approval.
- Verify part-time staff payments to ensure timely submission for bank transfers.
- Perform Pathein offices budget to be adequate within the budget.
- Perform as the focal person for Pathein Office budget vs Expenditure report and which are timely inform to respective focal person for high important of over/under variance spending.
- Closely monitor and communicate with the HQ finance team for technical assistance on financial issues, accounting software, and other finance-related tasks.
- Provide technical support to relevant staff members from the operations and program teams on financial policies and procedures.
- Perform any other accounting and finance-related tasks as assigned by the supervisor/HQ Finance.

### QUALIFICATIONS

- Bachelor's degree in finance, Accounting, Business Administration or any graduate with Diploma in accounting/LCCI level (3).
- Minimum (3) years working experience in relevant field preferably at NGO or INGO.
- Good communication and interpersonal skills, with the ability to work collaboratively with project teams.
- Ability to manage project finances efficiently and effectively, ensuring compliance with donor requirements.
- Knowledge of procurement and inventory management processes is an advantage.
- Strong knowledge of Microsoft Office Suite (Excel, Word, PowerPoint) and QuickBooks accounting software is desirable.
- Good in written communication skill in English.
- Strong ethical standards and integrity in handling financial transactions.
- Ability to prioritize tasks, manage time effectively to meet deadline and manage project finances efficiently and effectively, ensuring compliance with donor requirements.
- Require essential skills such as timeliness, integrity and professionalism;

If you are interested in the position to apply, please submit your Application Letter, Curriculum Vitae, Copies of Education Certificate, National ID Copy and three referees including your last employer through the link below or send to the following address not later than **18 April 2025 (Friday)**.

**Lan Pya Kyel Office:** No. (584), Sat Taw Yar Street, Pathein, Ayeyarwaddy.

09 250325314, 09 969906289, 09 250168734

Apply Link : <https://smrtr.io/qDWsq>

Only short-listed candidates will be invited for relevant tests and/or personal interviews.

At Lan Pya Kyel, we believe in the value of diversity and are proud to be an equal opportunity employer. We invite applications from individuals of all backgrounds and experiences, including those of any race, ethnicity, religion, age, gender, sexual orientation, or disability. Lan Pya Kyel is committed to maintaining a workplace free from fraud, corruption, sexual exploitation, harassment, and abuse. Our employees are expected to adhere to the highest standards of integrity and professionalism, as outlined in the Code of Conduct.

“Lan Pya Kyel internal staff are encouraged to apply, and will be given equal treatment to external candidates”

**Lan Pya Kyel Association** □ Address: No (215/ A), Sat Hmu (3) Street, Myittar Nyunt Ward, Tamwe Township, Yangon, Myanmar.

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