



Community Action. Leveraging Services.

VACANCY ANNOUNCEMENT # 026- 2025

09 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:

Job Title	:	Finance Officer
Office	:	Lan Pya Kyel Headquarter (Yangon)
Report to	:	Finance Manager
Contract Term	:	Fixed term contract based on project period

JOB SUMMARY:

A **Finance Officer** will be responsible for providing financial support to coordination office and field offices under supervision of Finance Manager. S/he manages specific project financial transactions for all LPK sites and LPK Coordination office, prepares donor reporting for specific projects and produce monthly internal financial reporting in a timely manner. S/he ensures the overall financial transactions and management of LPK in compliance with existing policies and practices and provides necessary guidance to LPK sites employee for overall finance operation and reporting. He/She ensures smooth financial operation under LPK’s finance system and highest accuracy.

DUTIES & RESPONSIBILITIES:

1. General Accounting and Financial Management

- Review and verify all vouchers submitted by supervisees to ensure compliance with existing LPK policies and procedures.
- Ensure all vendor payments and advances are paid timely and closely track the pending payments in collaboration with Admin and user’s department.
- Oversee the QBE transactions recorded and ensure all expenditure, accrual and prepaid are recorded timely and accuracy per LPK’s policy.
- Ensure the GL codes, budget line codes, project codes and expense descriptions are correctly recorded and charged appropriately per donor’s guideline and close the monthly financial report to be produced in accordance with financial procedures.
- Monitor the Data posting at QBE system for all of receipt vouchers and disbursement vouchers are completed timely manner.
- Review QuickBooks data entry for financial transactions to make sure the accuracy and completeness in compliance with LPK’s existing polices and procedure.
- Prepare the document for reclass or adjustment or journal entry as necessary and ensure approval process is complete before entering into QBE.
- Prepare the monthly report and schedule for all GL codes and verify that the data from QBE report is matched with the monthly schedule.
- Produce monthly internal reporting in timely manner, accurate and completeness in compliance with LPK’s existing polices and procedure.
- Keep tracking, receivable and payable of fund receipt and request to donor and inform supervisor if any discrepancy.
- Assist with supervisor to prepare the necessary document for donor fund receipt and liaise with donor to follow up fund transfer process and confirm for the receipt.

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

□ Postal Code: 11211 □ Telephone: +959 250168734, +959 261040440 □ Fax: +951 9558658 □ Website: www.lanpyakyel.org



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- Report supervisor immediately if any suspected issues, record, voucher and expenditure which are against with LPK's policies.
- Perform control overall financial transactions and oversee the financial issues for daily finance operating and provide guidance to field offices and supervisee.
- Ensure the delivery of exceptional service and timely response on all questions related to field accounting and financial management.
- Provide technical guidance, feedback to field staffs and closely monitor the field accounting process for improvement of financial management.
- Conduct the regular monitoring visit to field offices operating under assigned projects and provide feedback, recommendation and report based on findings.
- Perform as Focal person for preparation of i-banking for vendor payments in timely manner as per authority matrix.
- Communicate with external banking sectors to resolve i-Banking issues, changing the authorized persons, removal of signatories and ensure smooth internal/external bank transfers.
- Serve as the focal person for payroll bank transfers, submission to the banks timely and ensure receiving the HR data timely and check with HR for required documentations including bank accounts information.
- Ensure staff payroll allocation, fringe benefit calculation and other monthly schedule of benefit are done in accordance with LPK's fringe policies every month in a timely manner.
- Assist with Finance Manager in planning and development of financial systems based on updating procedure and practices in a best way.

2. Bank and Cash Management

- Review the cash and bank balances regularly and ensure the available fund is sufficient or not.
- Prepare and update bi-weekly cash and bank balances report for the entire organization and submit to the Finance Manager in timely manner.
- Liaise with field team to gather the monthly cash forecast and consolidate the monthly and quarterly cash forecasts for LPK coordination office and field offices. Submit to Finance Manager for timely fund requesting process.
- Coordinate with other unites, third parties and donors for additional fund requirement.
- Lead to initiate the process of authorized persons or bank signatories upon internal changes and communicate with bank persons as needed to complete the process timely. Provide the update to the supervisor and guidance to new signatories for the technical support.
- Collaborate with field offices to make fund transfer per fund request timely.
- Verify the cash and bank balances of field offices and documents reported.
- Carry out day to day operation cash and bank management for coordination office for smooth functioning.
- Perform the Cash and Bank reconciliation process for HQ office and review all of LPK's cash and bank accounts every month based on bank statement and make adjustment as necessary.
- Conduct the cash count processing daily, weekly and monthly basis per LPK's procedures and maintain the signed document properly.

3. Budget, Donor Reporting and Auditing

- Prepare donor financial reporting using with donor template for the assigned projects to ensure the timely donor submission in accuracy and completeness.
- Ensure the completeness of uploading all supporting documents and soft files in the appropriate folder to be shared with donor along with financial report.
- Prepare monthly budget vs actual expenditure report for each project and site under assigned projects.
- Organize the burn rate and forecasting meeting with program and operation team and participate the meeting and complete the donor's feedback.
- Verify the correct Budget line codes are appropriately assigned for each expenditure and check with supervisor for any amendment or changes as required in time.
- Support in preparation of budget for new proposal and provide the necessary data and information in computing the detail budget.



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- Assist with Finance Manager and Deputy Director for project auditing, donor auditing and organizational audit process to provide the necessary information, feedback and document in a timely manner. Perform as a lead to meet with audit team and provide answer or clarification on any findings or audit's comments.
- Any other tasks related to accounting and finance as assigned by supervisor.

4. Staff Management and Relation

- Provide necessary guidance to respective staffs when engaging with finance team and all LPK sites in compliance with existing policies and procedures.
- Responsible for conducting performance appraisal of supervisee and monitor the performance improvement and to provide guidance for technical support and build their capacity development.
- Ensure consistently high levels of interaction and teamwork between and among LPK Coordination offices and others user department.

QUALIFICATIONS

- University degree in Accounting, Finance, Economic, Management, Business Administration or any University Graduate with LCCI 3 (UK)/ACCA.
- At least three years' experiences in similar position especially donor reporting, financial operations, donor compliance and auditing.

KNOWLEDGE, SKILLS AND ABILITIES

- Must have experience using accounting software preferable QuickBooks.
- Must have leadership skills and demonstrate a strong ability to guide others.
- Must have good management skills and be able to manage a large, complex, diverse business territory and work under pressure of timely manner.
- Must be highly organized and be able to motivate staffs many processes and activities simultaneously. Must be able to understand basic communication skills and effectively communicate with LPK staffs and program manager.
- Strong understanding of internal controls and financial regulations
- Attention to detail, integrity, and confidentiality

REQUIRED LANGUAGES

- Applicants must demonstrate good proficiency in English, including the ability to communicate effectively in writing and in conversation.

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 **23 April 2025 (Wednesday)**.

Lan Pya Kyel Office: No. (215-A), Set Hmu 3rd Street, Myittar Nyunt Ward, Tarmwe Township, Yangon
09 969906289, 09 250168734
Apply Link : <https://smrtr.io/qH8YZ>

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”