



“ငန” လူထုကျန်းမာရေး

VACANCY ANNOUNCEMENT #056-2024

2 July 2024

Sun Community Health (“SCH”) is a non-profit, non-political and non-sectarian organization. It is a local non-governmental organization in Myanmar and is established in particular to advance socially beneficial purposes in Myanmar by promoting and providing information, services and products related to the prevention, promotion, curation and rehabilitation of the major health services including but not limited to HIV/AIDS, malaria, tuberculosis, maternal and child health, reproductive health and non-communicable diseases with the aim of furthering good health, prosperity and the relief of poverty, distress and sickness. This also includes state-of-art training programs, quality assurance programs, and a robust supply chain and logistics system and health financing mechanisms. The Organization may also provide non-health related ancillary services that ensure and improve the well-being of its clientele.

SCH is practicing the right to freedom from all forms of sexual violence, injustice, discrimination and abuse (including child and adult at-risk abuse). We recognize the responsibility we have to guarantee on that we do not deliberately or inadvertently cause any harms to right holders and communities through our work – whether that is our staff and representatives of our contractor (internal and external stakeholders). SCH will not tolerate any form of discrimination, abuse, exploitation, harassment under any circumstances and will take strong disciplinary action. Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Job Title	: Assistant Accountant
Job/Role Grade	: 3/B
Report to	: Finance Manager/Accountant
Contract Type	: Integrated Project Based
Unit/Department	: Regional Office (Lower Myanmar)/Business Operations Department
Require Position	: “1”
Office/Assigned Area	: Yangon

JOB SUMMARY:

Assistant Accountant will be responsible generally to perform day to day finance and accounting function of Field Offices. S/he assists timely and good quality Finance Report Preparation.

DUTIES & RESPONSIBILITIES:

The duties and responsibilities of the **Assistant Accountant** include:

- Assist to Finance Manager in planning and development of finance systems;
- Coordinate with other departments of field office relating with finance matters;
- Perform day to day finance and accounting work effectively, efficiently with good service quality;
- Assist Accountant to check the project code with Time sheet for payroll register and prepare payroll;
- Check and verify expenses from Operation and Administration units of Office;



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- Check and verify expenses from Operation and Administration units of Office;
- Check validity of contractual/Bid obligations between SCH and leasers, vendors, suppliers and service providers;
- Check, verify and perform sales revenue receipt and filing all original sales invoice;
- Assist monthly Finance Report preparation compliance with budget allocation and report to SCH National HQ;
- Assist Accountant to monitor, evaluate, analyze the financial report on issues of the Office;
- Assist Accountant for Quick book Data entry, preparation and analysis;
- Assist to Accountant to reconcile program income with inventory report and MIS report;
- Assist to perform all banking transaction and reconcile bank statement with Quick Book data;
- Assist to report to National Team for weekly and monthly cash balances;
- Assist supervisors in collection of audits required documents;
- Manage cash, bank payments including i-banking process;
- Attach scanned documents in defined folders and also keep at field finance level;
- Undertake any other duties assigned by supervisor.

KEY SKILLS

The key skills required for the position of **Assistant Accountant** include:

Technical Knowledge: Understanding on basic accounting concept and using finance software.

Operational management: Be able to manage timely report, apply professional manner of accounting and multitask management.

Communication Skills: Able to communicate well with all staff and external partners.

Team Spirit: Must be a good team player.

QUALIFICATIONS:

- Must be B. Com or any graduate with LCCI (Level-3)/ ACCA
- At least two years' experience of related field.
- High level of computer literacy in Microsoft Word, Excel, PowerPoint and Email.
- Knowledge about accounting software especially Quick Book.
- Ability to work systematically, accurately, and under pressure in challenging environment.

APPLICATION:

Interested applicant, please send Application Letter, Curriculum Vitae (with “Three” referees, including your last employment for reference check) scan or copies of Qualification Documents and National ID as per following “APPLY LINK”, not later than on the evening of **9 July 2024 (Tuesday)**.

SCH Yangon Regional Office: No. 3/1, Kant Kaw Myaing Street, Ward 8, Yankin Township, Yangon.

(Apply Link: <https://smrtr.io/m6Mkt>)

“SCH is practicing an Equal Employment Opportunity and considers all applications without discrimination of race, sex, religion, national origin, age, marital status, HIV/AIDs status and disability.”

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