



VACANCY ANNOUNCEMENT

(Number - 102)

Position Title:	Finance Officer
Department:	Finance Department
Reports To:	Manager, Finance and Contracts Department
Duty Station:	MPG Head Office, Yankin Township, Yangon
Number of Positions:	1 post
Contract Type:	Full-time assignment, with contract terms governed by MPG policy and the final employment agreement
Salary:	Competitive salary and benefits in accordance with MPG policy and the final employment agreement
Expected Start Date:	As soon as possible until the suitable candidate is identified

KEY DETAILS SUMMARY

Strengthen Financial Accountability, Compliance and Field Finance Support

At MPG, strong finance, compliance and accountability systems are essential to protecting donor confidence, transparent fund management, continuity of services, and responsible support to communities.

As we implement our Strategic Plan 2026–2030, MPG is entering an exciting phase of organizational transformation—strengthening our role as a national community-led systems platform that advances health, rights, equity, resilience, and sustainable development across Myanmar.

We are seeking a motivated and detail-oriented **Finance Officer** who can support accurate accounting, payment processing, field-office financial reporting, budget monitoring, cash control, tax-related processes, donor-compliant documentation and internal-control implementation under the Finance & Compliance Department.

This role is central to ensuring that MPG funds are used transparently, accurately and in compliance with organizational policies and donor requirements. The Finance Officer will work closely with Head Office finance colleagues, field offices, program teams and support departments to strengthen financial accountability and smooth implementation across MPG operations.



ABOUT MPG

MPG is a nationally recognized community-led organization and one of Myanmar's largest networks of people living with HIV and key affected populations.

Established in 2005 by PLHIV, MPG has evolved from a community advocacy movement into a trusted national platform that strengthens community-led systems for health, human rights, resilience, and sustainable development.

Today, MPG works with community networks, civil society organizations, development partners, donors, and stakeholders across Myanmar to strengthen integrated health and social responses. Our work spans HIV, tuberculosis, sexual and reproductive health, mental health, social protection, humanitarian action, community resilience, health and community systems strengthening.

Guided by our Strategic Plan 2026–2030, we are committed to strengthening healthy, empowered, resilient, and sustainable communities through accountability, innovation, localization, and community leadership.

WHY JOIN MPG?

Joining MPG as a Finance Officer is a chance to use your finance skills for meaningful community impact. Your work will help ensure that donor funds are managed properly, field teams receive timely support, and services for people living with HIV and affected communities can continue with trust and accountability.

- Be part of a respected national community-led organization working for health, rights and dignity.
- Help strengthen transparent financial management, donor confidence and accountability across MPG programs.
- Work closely with head office and field teams, and provide practical support that improves daily finance operations.
- Grow your experience in NGO finance, donor compliance, audit readiness and community-led program support.



JOB PURPOSE

The Finance Officer supports the effective implementation of MPG's Finance & Compliance Department functions by ensuring accurate accounting records, timely payment and advance processing, reliable financial documentation, field-office financial report consolidation, budget monitoring, cash control, tax-related support, donor-compliant reporting and internal-control implementation. The position also provides technical support to finance assistants, junior finance officers and field finance staff to strengthen financial accountability, reporting quality and compliance with MPG policies and donor requirements.

KEY RESPONSIBILITIES

I. Accounting, Financial Records, Cash and Tax Support

- Implement finance protocols, internal controls, advance and payment procedures; prepare, check, code and maintain complete records for receipts, disbursements, vouchers, journals, bank transfers, cash requests and financial transactions.
- Support cash counts, bank/cash/advance reconciliations, statutory tax-related processes and organized, confidential, audit-ready finance records in line with MPG policies and donor requirements.

II. Field Financial Reporting, Budget Monitoring and Analysis

- Check, review and consolidate monthly financial reports, supporting documents and expenditure summaries from assigned field offices and sub-offices to ensure accuracy, completeness, compliance and timely submission.
- Analyze budget utilization, expenses, burn rates and variances against approved budgets; identify documentation gaps, coding errors, delayed submissions, ineligible-cost risks and follow up agreed actions with field, program and support teams.

III. Financial Monitoring, Compliance and Audit Readiness

- Conduct routine financial monitoring and technical support visits to field offices when safe and feasible, reviewing compliance with policies, controls, documentation, cash management, donor conditions and agreed corrective actions.
- Support SOPs, financial guidelines, internal-control tools and audit-readiness files; comply with segregation-of-duties requirements and promptly report suspected fraud, irregularities, donor non-compliance or control failures.

IV. Field Finance Support, Coaching and Coordination

- Provide practical guidance, mentoring and technical support to Finance Assistants, Junior Finance Officers and field finance staff on budgeting, coding, vouchers, documentation, advance settlement, reporting timelines and donor requirements.
- Coordinate with finance, program, HR, administration and field teams to resolve financial issues, support KPI achievement and promote an ethical, accurate, accountable and service-oriented Finance & Compliance culture.



REQUIRED QUALIFICATIONS

Essential

- Relevant university degree in finance, accounting, business administration, commerce or related field, with LCCI required or strongly preferred; CPA, ACCA, CIMA or equivalent qualification is an advantage.
- Minimum three years of relevant NGO finance, accounting, donor-funded project finance or comparable financial management experience, preferably in HIV, health, community-led or donor-funded programs.
- Proven experience in payment processing, voucher checking, financial documentation, field-office report review, budget tracking, advance settlement, donor reporting support, audit preparation, accounting software, spreadsheets and financial analysis.

TECHNICAL EXPERIENCE

- Financial accounting, voucher checking, payment processing, supporting-document control and finance-record management.
- Field-office financial report review, consolidation, follow-up, budget monitoring, burn-rate tracking, expenditure analysis and variance support.
- Cash count, bank and advance documentation, tax-support processes, internal-control compliance, audit-readiness and donor reporting support.

CORE COMPETENCIES

- Operational finance management, planning, organizing, prioritization, accuracy, attention to detail and timely completion of assigned finance tasks.
- Analytical thinking, problem solving, practical financial judgement, compliance orientation, confidentiality, integrity and respect for segregation-of-duties requirements.
- Communication, coordination, coaching, relationship-building, flexibility, resilience and ability to work under pressure in a multicultural environment with respect for PLHIV and HIV-affected communities.

LANGUAGE REQUIREMENTS

- Strong written and spoken Myanmar language.
- Good written and spoken English, including the ability to prepare financial reports, financial summaries, audit-support documents and donor-related documentation.
- Additional local languages relevant to implementation areas are an advantage.

WORKING CONDITIONS

- Full-time assignment, with contract terms governed by MPG policy and the final employment agreement.
- Duty station at MPG Head Office, Yankin Township, Yangon, with field travel when safe and operationally feasible.
- The role may require deadline-based work outside normal office hours to support closing, reporting, audit, payment or field-office requirements, in accordance with MPG policy.



WHAT WE OFFER

- Competitive salary, with other terms and benefits governed by MPG policy and the final employment agreement.
- Opportunity to contribute to meaningful social impact.
- Professional development and learning opportunities.
- Exposure to major international donors and development partners.
- Supportive and inclusive working environment.
- Opportunity to contribute to organizational transformation and sustainable development.

SAFEGUARDING, DIVERSITY AND INCLUSION

MPG is committed to maintaining a respectful, safe, and inclusive workplace where diversity is valued and everyone is treated with dignity and fairness.

We encourage applications from qualified candidates regardless of race, ethnicity, religion, disability, age, gender identity, sexual orientation, marital status, or other protected characteristics.

Women, people living with HIV, persons with disabilities, members of key populations, and individuals from diverse communities are strongly encouraged to apply.

MPG has zero tolerance for:

- Sexual Exploitation and Abuse (SEA)
- Sexual Harassment (SH)
- Child Abuse and Exploitation
- Gender-Based Violence (GBV)
- Fraud and Corruption

All employees must comply with MPG's safeguarding framework, Code of Conduct, and organizational policies at all times (both during work hours and outside work hours).

TERMS AND CONDITIONS

- Incomplete applications and applications received after the closing date will not be considered.
- Only shortlisted candidates will be contacted for the next stage of the selection process.
- MPG reserves the right to appoint a candidate at a lower level than the advertised level of the post.
- For internal applicants, you must complete a few mandatory courses relevant to the post in your own time, before application. Refreshers or new mandatory courses may be required during your contract. Please note that you will not receive any compensation for taking courses and refreshers. For more information, please contact HR Department.



- All MPG employees and volunteers are responsible for performing their duties in accordance with the MPG Articles of Association and MPG Policies and Instructions, as well as other relevant accountability frameworks. In addition, all personnel must demonstrate an understanding of the international humanitarian standards in a manner consistent with MPG core values and the MPG Strategic Directions.
- It is the policy of MPG to conduct background checks on all potential applicants, and recruitment in MPG will be based on the results and satisfactory references.
- MPG has the right to cancel or defer the recruitment process at any stage, including after completion of the employment contractual agreement, if it is impacted by donor funding constraints or decisions that are beyond its control.
- By applying, the job applicant acknowledges that they understand these recruitment procedures.

HOW TO APPLY

Applications will be reviewed on a rolling basis, and the vacancy will remain open until a suitable candidate is identified. Interested candidates should submit their application through the link below:

Application Form



- [Apply Here](#)

Please ensure all required information is completed. Incomplete applications may not be considered.

CONTACT INFORMATION

Myanmar Positive Group (MPG) – Head Office

No 3/16, Kantkawmyaing 1st Street, 8 Ward, Yankin Township, Yangon Region, Myanmar.

For detailed information, please contact recruitment@myanmarpositivegroup.org OR
(HP + 95 9 797211100, +95 9 765662471) within Office hours (Monday to Friday).

We invite you to learn more about us and our programs at www.myanmarpositivegroup.org