

Vacancy Announcement

Finance Officer

Position Title:	Finance Officer
Position Type:	Full time
	From 1 November 2026 to 30 June 2027 (8months), extendable.
Probation Period:	3 months
Number of Positions:	One
Location:	Yangon with occasional travel to other parts of Myanmar
Eligible Applicants:	Myanmar nationals
Application Deadline:	25-October- 2026

Background

SC Services Myanmar Ltd. GTY is a registered foreign company limited by guarantee with charitable and non-profit objectives, providing operational and project implementation support to development programs managed by Swisscontact | Swiss Foundation for Technical Cooperation and its partners in Myanmar. Through collaboration with local and international organizations, SC Services Myanmar supports a diverse portfolio of donor-funded projects that promote inclusive economic development, resilient livelihoods, skills development, market systems strengthening, disaster recovery, and community resilience.

SC Services Myanmar is currently looking for a **Finance Officer** to be based in Yangon.

Overall responsibility

The Finance Officer is responsible for supporting the effective financial management of Swisscontact's project portfolio by ensuring timely processing of payments and receipts, sound cash and bank management, compliance with organizational and donor requirements, and accurate financial documentation. The position supports project financial monitoring and reporting, maintains effective internal controls, and contributes to the smooth implementation of finance operations across multiple projects. The Finance Officer reports directly to the Manager of Finance and IT.

Tasks

The Finance Officer performs the following tasks:

A) Financial Operations and Compliance

- Process cash, bank, and electronic payments accurately and on a timely basis, ensuring compliance with approved financial procedures and internal controls.
- Ensure all financial transactions are properly supported, approved, documented, recorded, and maintained in complete and accurate financial records and filing systems, in accordance with Swisscontact policies, accounting procedures, donor requirements, and audit standards.
- Ensure compliance with Swisscontact's Code of Conduct, Country Manual, donor regulations, and all relevant financial and statutory requirements in Myanmar.

- Support project implementation and management by preparing and reviewing financial information and maintaining effective collaboration with finance and project teams to ensure efficient financial operations.

B) Cash and Bank Management

- Manage cash and bank transactions, maintain accurate cash books, monitor bank balances, and ensure sufficient funds are available to meet operational requirements.
- Prepare payment requests and e-banking transactions, follow up on approvals and processing, and liaise with banks on statements, transfers, cheque books, and other banking matters.
- Conduct regular cash counts, safeguard cash assets, and prepare timely cash and bank reconciliations, investigating and resolving discrepancies in accordance with internal procedures.

C) Project Financial Support and Reporting

- Support project financial management by monitoring project budgets and expenditures, ensuring compliance with donor requirements, funding agreements, and organizational policies.
- Prepare financial reports, reconciliations, cost analyses, and other financial information required for project management, decision-making, and donor reporting purposes.
- Coordinate with project staff, partners, subcontractors, and service providers on finance-related matters, and provide timely financial information and documentation as required.
- Maintain financial records in an organized and audit-ready manner, and support internal and external audits by preparing and providing required documentation and information.

D) Other Duties and Responsibilities

- Identify and promptly report financial risks, issues, or irregularities to the Manager Finance & IT.
- Provide backup support to other finance team members during periods of absence or peak workload.
- Contribute to the continuous improvement of finance processes, internal controls, and financial management practices.
- Undertake any other duties and responsibilities assigned by the Manager or senior management in line with organizational and operational requirements.

Required qualifications, experience, and competencies

A) Qualifications

- At least bachelor's in finance (bachelor's degree with LCCI Level III or ACCA I, II or Bachelor of Commerce preferred), or a related subject or related work experience.

B) Professional experience

- At least 3 years of professional experience in a comparable position.
- Professional working experience with international non-profit organizations preferable.
- Ability to use Microsoft office package (Word, Excel* and PPT)
- Strong attention to detail and accuracy

C) Other knowledge, additional competencies

- Good communication skills in English and Myanmar, both oral and written
- Ability to think logically and solve problems
- Strong organizational and time-management abilities

D) Other characteristics

- Highest ethical standards.
- Ability to work and interact with people.
- Exhibits integrity and honesty
- Responsible and flexible, with a positive work attitude.
- Willingness to learn in different aspects in finance functions
- Willingness to travel to other parts of Myanmar when required

Workplace

The main place of work will be Yangon and occasional trips to the project area if needed.

Submission

Interested candidates are invited to submit their CVs and a motivation/cover letter in English, including the names of **three (3) referees**, to mmr.recruitment@swisscontact.org no later than **5:30 PM (Yangon time) on Sunday, 25-October-2026**.

The email **subject line must mention: Finance Officer**. The CV and/or the cover letter **must include the expected monthly gross salary** expressed in Myanmar Kyats (MMK). If preferred, hard copies can be submitted to the following address:

Swisscontact

HR Department

Country Office Myanmar

437(B), Pyay Road, Kamaryut Township, 11041 Yangon, Myanmar

Please note that:

- Swisscontact Myanmar respects gender equality and female candidates are strongly encouraged to apply.
- Applications received after the closing date and time will not be considered.
- Only shortlisted candidates will be contacted for an interview.