



Join **AGE Myanmar**: Alliance for Generations and Empowerment in **Myanmar**

About **AGE Myanmar**

AGE Myanmar envisions an inclusive, resilient, and empowered society that embraces the strength and capacity of older women and men. Our mission is to achieve our vision through impactful policies and practices at all levels of engagement by amplifying voices, promoting rights and responsibilities, ensuring dignity, driving sustainability, and fostering inclusiveness. Our core values guide us:

- Promoting for Inclusion
- Learning for Sharing
- Networking for Partnership
- Respect for Wellbeing

Terms of Reference	
Job Title:	Finance and Grant Analyst (Emergency Response Project)
Location:	Yangon with travels to project areas
Report to:	Finance Director
Duration of contract:	May 2025 to Oct 2025 with possible extension

Background

The Myanmar Emergency Response Project aims to deliver urgent humanitarian assistance to vulnerable communities affected by recent crises.

Job Purpose

To assist the finance team with daily financial operations, including document checking, filing, and basic accounting tasks, while gaining practical experience in finance management in a humanitarian setting.

Scope of Work and Responsibilities

- Support reviewing and organizing financial documents (vouchers, receipts, invoices).
- Perform in banking withdrawal or transfer process
- Assist in data entry into finance systems or spreadsheets.
- Help with the preparation of payment requests and financial reports.
- Maintain proper filing and scanning of financial records.

- Assist in checking petty cash and supporting documents.
- Perform other finance-related duties assigned by the Finance and Grant Lead

Expected Deliverables

- Accurate filing and organization of finance documents.
- Timely support for monthly financial reports.

Requirements

- 3 years of work experience in humanitarian fields.
- Basic knowledge of accounting principles and financial procedures.
- Good skills in Microsoft Excel and Word.
- Attention to detail and accuracy.
- Ability to maintain confidentiality.

How to Apply

Interested candidates are invited to submit their CV and a cover letter detailing relevant experience and explaining why they are suitable for this position to **connectage@agemyanmar.org**. The deadline for applications is **9th May 2025**.

Important Note: Due to the urgency of this emergency response position, only shortlisted candidates will be contacted for an interview.

AGE Myanmar is an equal opportunity employer and values diversity and gender equality. We encourage applications from qualified individuals of all backgrounds with no age limits, PWDs, women, and girls.

Be a part of AGE Myanmar's journey towards creating an empowered and inclusive society for all!