



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

Job Vacancy Announcement	
Position	Finance and Grant Officer
Location	Yangon with frequent travel to project areas
Reporting To	Finance and Grant Associate
Contract Duration	1 Year Contract with per 6 months contract

Job Overview

To support the day-to-day finance and grant activities of the organization by processing payments, advances, and settlements accurately and on time. The position is also responsible for checking financial documents, maintaining proper records, and ensuring compliance with organizational and donor requirements. The Finance and Grant Officer will work closely with relevant staff to ensure that financial transactions are properly supported, verified, recorded, and filed in accordance with organizational procedures and donor requirements.

Key Responsibilities

- Collect and review emails and supporting documents related to payments, advances, and settlements.
- Perform document verification and compliance checks before processing any financial transaction.
- Review financial documents to ensure that required supporting documentation is complete and properly prepared.
- Coordinate with relevant staff to obtain missing or incomplete supporting documents before processing transactions.
- Process cash payments and bank transfers accurately and on time.
- Ensure that financial transactions are processed in accordance with organizational procedures and requirements.
- Maintain proper filing and documentation for financial and grant-related records, both physical and electronic.
- Ensure that finance and grant records are organized, complete, accurate, and readily accessible when required.
- Support the proper recording and documentation of payments, advances, settlements, and other financial transactions.
- Ensure compliance with organizational and donor requirements relevant to assigned finance and grant activities.
- Provide day-to-day finance and grant support to relevant staff as required.
- Perform any other tasks assigned by the line manager.

Qualification and Specification

Education

Bachelor's degree in accounting, or related field (professional certification such as LCCI is an asset).

Experience

Minimum of 1 years of relevant work experience, preferably in NGOs or INGO finance and grants management.

Skills and Competencies

- Proficiency in accounting software, with QuickBooks preferred.
- Proficiency in Microsoft Office.
- Strong attention to detail in reviewing and processing financial documents.
- Ability to maintain accurate and organized physical and electronic records.
- Ability to follow organizational financial procedures and donor requirements.
- Ability to process financial transactions accurately and on time.

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 hr@agemyanmar.org . The deadline for applications is **16 October 2026**.

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.

Note: This job description aims to provide an overview of the role and is not exhaustive. Duties may be added, deleted, or modified at the discretion of management.

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