



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 Grants Associate
Location	Yangon with frequent travel to project areas
Reporting To	Finance and Grant Lead
Contract Duration	Fixed Term

Job Overview

Coordinate all financial matters associated with the project with all partners and key staff, compile financial documents including reports from all partners and drafts project financial reports.

Key Responsibilities

- Reviewing and organizing financial documents (payments, advances & settlements) for daily cash withdraw process.
- Make sure that staff advances are properly recorded and prepare advance outstanding list for every month.
- Update daily QuickBooks transactions for all expenses and incomes.
- Make disbursements and transaction records accurately as per AGE Myanmar's finance management manual/procedures.
- Process monthly exchange rate by projects and AGE Myanmar internal exchange rate.
- Prepare fund request and fund exchange process for each project.
- Prepare Financial report documents for each project.
- Perform bank functions such as withdrawals, bank transfers, obtain statements.
- Maintain an organised and complete filing system of the project finance files.
- Responsible for understanding the audit requirements of the donor and preparing the information to meet the donor's needs.
- Contribution and sharing of knowledge with team, knowledge networks and communities of practice.
- Ensure that financial procedures in place comply with the financial/accounting and procurement requirement of AGE Myanmar.
- Support continuous analysis and monitoring of the financial situation, presentation of forecasts for the projects.
- Monitoring monthly budget Vs expenses for each project.
- Prepare monthly Project Management Report by each project.
- Support Finance and Grant Lead on daily financial and grants needs such as budget coding, accounting forms requirements, explaining finance procedures etc.
- The staff member is also expected to perform any other tasks assigned by line manager.

Qualification and Specification

Education

- Bachelor's degree in accounting, Finance, Business Administration, or related field (professional certification such as LCCI, CPA, or ACCA is an asset).

Experience

- Minimum of 4 years of relevant work experience, preferably in NGOs or INGO finance and grants management.
- Strong knowledge of financial systems, reporting standards, and donor compliance (experience with LIFT, UN, or other international donors is an advantage).

Skills and Competencies

- Proven experience in mid-level financial management, including budgeting, reporting, and audit preparation.
- Proficiency in accounting software (QuickBooks is essential) and Microsoft Office (Excel advanced level).
- Strong analytical, organizational, and problem-solving skills with attention to detail.
- Good understanding of exchange rates, fund requests, and cash flow management.
- Ability to manage multiple tasks and meet tight deadlines under pressure.
- Strong interpersonal and communication skills to coordinate with partners, staff, and auditors.
- Fluency in Myanmar language and working proficiency in English (written and spoken) with donor/audit communications.

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!