

VACANCY ANNOUNCEMENT OF Accountant

World Concern is a US-based global disaster response and sustainable community development agency. Our mission is to transform the lives of those facing the most profound challenges of extreme poverty into lives of abundance through disaster response and sustainable development projects. Since 1995, World Concern Myanmar has been actively working in Kachin and Shan States, focusing on health, nutrition, food security, protection, clean water and sanitation, livelihood development, and environmental justice and protection.

We are seeking **motivated, efficient, experienced, and dedicated national employees** to join our passionate team at World Concern Myanmar in the following position:

Position : Accountant
Location : Southern Shan Office, frequently travel to Shan areas
Reports to : Finance Officer (Shan)

Why Join Us?

- **Make a Difference:** Be part of a mission-driven organization that impacts lives and communities.
- **Professional Growth:** Opportunities for learning and development in a supportive environment.
- **Collaborative Culture:** Work with a team of dedicated professionals who share your passion for helping others.
- **Comprehensive Benefits:** Enjoy a competitive salary and benefits package.

Key Responsibilities:

Under the direct and overall supervision of Finance Officer (Shan Area Office), the project accountant's responsibilities are specified in the World Concern Myanmar's Financial Operating Procedures for Project Offices, except cash-on-hand custodian and petty-cash custodian. All project financial transactions will be directed through the Project Accountant, who will specifically;

- Manage and process the project expense report sheets for each project in Southern Shan state, including analysis, allocation, summarizing and entering data. These monthly project expense reports must reach the Country Office (Yangon) by the **20th** of each month.
- Make sure all the receipts are clear, reasonable and are in line with budget before sending report to Yangon Office. Answer the questions from Finance Officer (Yangon) regarding expense receipts.
- In conjunction with the Finance Officer from Yangon, analyze monthly project budget reports and then deliver reports to Area Manager.
- Liaise with Finance Officer to ensure fund requests are submitted by the due date (the **18th** of each month).
- Liaise with Finance Officer to ensure project financial management is being performed in line with World Concern financial policies and procedures. From time to time, perform internal project audits to monitor the project financial management.
- Involve in monthly beneficiaries' verification process and cash distribution to beneficiaries in line with the donor's policy and procedure.
- Maintain cash control sheet for the office safe and cash count and report the balance amount to Yangon office by every Friday.

- Coordinate the payment of monthly salaries for staff. Prepare salary receipts, and ensure enough funds are in the Office safe for salaries to be paid. Maintain records for salaries paid.
- Oversee and check petty cash for office use.
- Assist to Project Manager and Technical Support Officer in coordinating local fund agents and other administrative works if necessary.
- Any other ad-hoc duties assigned by supervisor.
- Ensure monthly back up of the Accountant's computer.
- Immediately report to Finance Officer, and Project Manager and Technical Support Officer about any anomalies found while performing the above tasks.

Qualifications:

- University degree or equivalent qualification in finance and accounting.
- Strong analytical and accounting skill.
- Demonstrated organizational skills and abilities.
- Demonstrated ability to understand and use computerized accounting systems.
- Strong written and oral communication skills in Myanmar and English.
- Able to delegate and monitor the work of others and develop their skills. Able to coach and encourage others.
- Able to server for inter displaced people in crisis areas.
- Able to plan and manage a variety of activities, setting appropriate priorities.
- Able to work independently, asking for help when needed. Able to travel as necessary.

If you are passionate about making a positive impact and meet the qualifications, we encourage you to apply for this exciting opportunity!

Application process

Interested candidates **must** fill up **World Concern's application form** and attached CV, Covering Letter to the following address or E-mail address with supporting documents.

World Concern Myanmar (Country Office)

No. 7/36J, Golden Valley 1st Street, Golden Valley Ward (I), Bahan

Township, Yangon.

Email: wcmhr@worldconcern.org

Due to the urgent nature of this position, applications will be reviewed on a rolling basis, and recruitment will be conducted as soon as a suitable candidate is identified.

Only short-listed candidates will be **contacted** for interview.

Note: Application submitted without these details **WILL NOT** be considered.

Apply Now and be a part of something greater. Together, we can transform lives and communities.

Closing Date: 16 May, 2025