



Vacancy Announcement

Position	: Admin and Finance Officer
Number of positions	: 1 position
Location	: Yangon/Mandalay (Hybrid with work from home)
Working Time	: 9:00am to 6:00pm (with lunch break)
Report to	: Senior Finance Officer
Work mainly with	: Program Coordinator, Program Officers
Collaborate with	: Admin and HR Officers, Senior Finance Officer and Finance Officers

About Saya Foundation

Saya Foundation is a nonprofit organization founded by enthusiastic educators with a mission to provide communities with quality education in safe, inclusive learning environments. Our work spans whole-school support, specialized training for religious educators and teachers, online learning for children and parents, and the creation of educational resources. We are also committed to expanding access to education for children in Myanmar's rural and remote areas. Despite our diverse initiatives, Saya Foundation remains a small, dedicated community focused on advocating for equitable, compassionate education. For more detailed information, visit our website at: www.saya-foundation.org

Duties and Responsibilities

- Ensure project staff understand and comply with SYF and donor finance policies through training and guidance.
- Work with Program Coordinators on project fund requests and budget planning.
- Collaborate with tech experts to support digitalization of finance processes.
- Review financial documents (vouchers, travel reports, etc.) to ensure accuracy and compliance.
- Prepare routine accounting reports for Senior Finance Officer and Executive Director.
- Maintain organized financial filing systems to support audits.
- Coordinate payments with banks, suppliers, and internal teams.
- Support admin-related tasks such as procurement and supplier payments.
- Represent the finance team in meetings with donors and partners when needed.
- Perform other tasks as assigned to contribute to overall team efforts.



Requirements

- Bachelor's degree in Finance or Accounting.
- Minimum 1 year of experience in the NGO sector or education-related field.
- Strong understanding and commitment to Saya Foundation's core values and mission.
- Excellent team communication and collaboration skills.
- Highly motivated and eager to learn and grow.
- Proficient in Microsoft Office, especially Word, PowerPoint, and advanced Excel.
- Strong multitasking skills and ability to work under pressure.
- Excellent organizational and time management skills, able to meet multiple deadlines.

Saya Foundation's Core Values

- Learning and Sharing
- Professionalism
- Social Inclusion
- Compassion
- Synergy
- Agility

Contact Us

Interested applicants must send a Cover Letter and Curriculum Vitae (including two referees from your previous employment) via email, info@saya-foundation.org . For any inquiries, please email info@saya-foundation.org . Deadline for application is May 10th, 2025, at 5:00 PM.

Saya Foundation is an inclusive organization committed to diversity and social cohesion. We encourage applications from women, minority groups and people with disabilities. There will also be no discrimination against an applicant's race, color, gender, religion and sexual orientation.