



Myanmar MSM and TGW Network

ကုမုဒြာ လူမှုဘဝရှင်သန်ကူညီရေးအသင်း



09-450350944,



MMTNetwork@mmtn.org

No. 11 (A) Dana Theikdi st, 8 Ward, Mayangone Tsp, Yangon, Myanmar.

Vacancy Announcement

Position	Assistant Finance Officer (1 Post)
Duty Station	Hpa-an township, Kayin state (Travel to project areas if required)
Reporting to	Finance Officer
Contract Period	8 months contract with 3 months' probation period (contract period will extendable)
Project Period	Starting date to 31 th Dec 2024
Closing Date	20 th April 2025 (5:00 pm)

Background

Kumudra Social Life Support Association (Myanmar MSM and TGW Network) is a national level network formed with LGBTIQA+ (MSM - Men who have Sex with Men and TGW - Transgender women). We support the health and equal rights of LGBTIQA+ by networking nationwide. We support technically to Non-Government Organizations to get better health services and to emerge more Key Population friendly Services Centers for LGBTIQA+ (MSM and TGW).

Job descriptions for Assistant Finance officer

- Keeping accurate records for all daily transactions, and preparing balance sheets for TB prevention project.
- Responsible for reporting the financial process of the project, and coordinate with the donor
- Supporting the project officer and community facilitators for recording of financial reporting.
- Assist and managing accounting activities, including bank reconciliations, accounts payable, and accounts receivable.
- Monitoring balances in account receivables and payables, preparing reports on exceptions to policies, and identifying outstanding items for corrective actions.
- Collaborating with the Admin & Finance Department of Organization and other implementation TB prevention Project staffs to oversee and manage finance procedures, ensuring effective and efficient financial operations.



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- Responsible for other project related tasks assigned by the supervisor as needed.

Qualifications and Skills

- Bachelor's degree in Finance, Accounting, or related field is preferable
- Proven experience as an Assistant Finance Officer or similar role, preferably in the context of projects related to TB prevention.
- Strong understanding of financial management principles, budgeting, and financial reporting.
- Proficiency in financial software and Microsoft, particularly Excel.
- Familiarity with audit process and procedures, invoices.
- Must be excellent analytical and problem-solving skills.
- Must be able to write monthly, quarterly and annual reports.
- Clear and effective communication is vital, whether it's with team members, stakeholders, or the community. This includes both verbal and written communication.
- The policies, rules and regulations set by MMTN must be followed. The child right policy of MMTN must be strictly followed.
- Applicants who know the local context are more preferable.

Additional information

If you are interested in this position, kindly apply your application via below Link or QR scan,

not later than **20th April, 2025.**

(Person who are resided at Hpa-an will be given priority in selection process)

<https://forms.gle/6ap1dfFqhNp3q6gVA>





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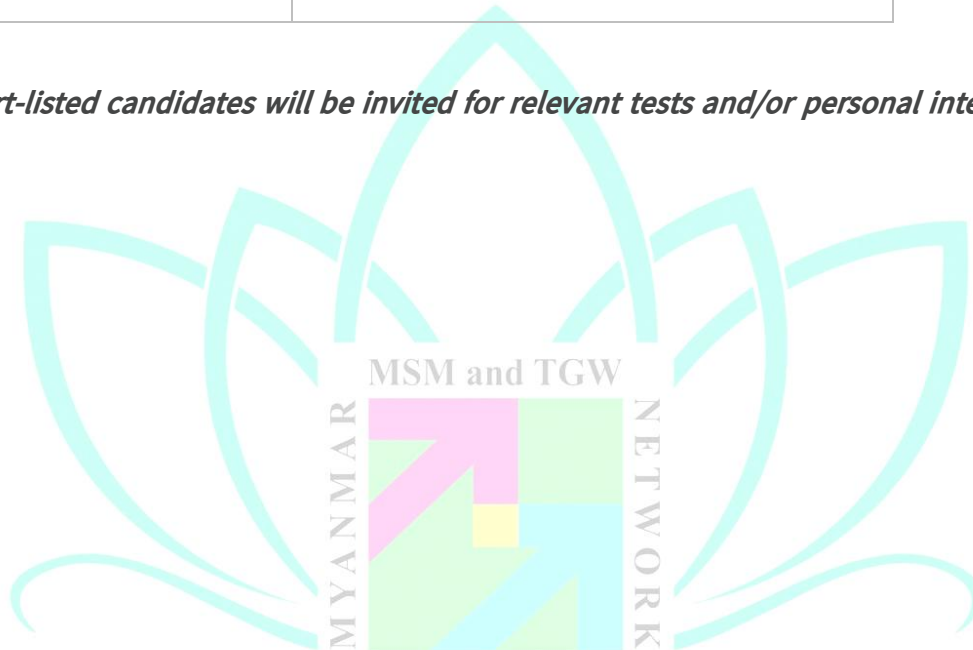
MMTNetwork@mmtn.org

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Please freely contact our HR department if you need any further additional information.

Phone	➤ 09 781 386 532
	➤ 09 774 044 209
Email	➤ Chan.NyeinAung@outlook.com
	➤ fin.hpaan.mmtn@gmail.com

Only short-listed candidates will be invited for relevant tests and/or personal interviews.



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