

## Job announcement – We are seeking for

■ <b>Cashier (Meikhtila)</b>
------------------------------

### Context

Our organization is a non-profit organization that mostly focuses on development NGO that has been actively fighting poverty and inequalities for 40 years on all levels and in a broad range of subjects. Its professionals provide lasting, innovative solutions for fair development in the field and work to positively influence policy.

Since the early 1990s, our organization has been promoting in the energy area:

- Universal access to energy, with a particular focus on vulnerable communities and rural areas.
- Renewable energies that limit greenhouse gas (GHG) emissions while respecting biodiversity.
- Local solutions, adapted to local needs, implemented by local players in partnership with public authorities and citizens.
- Sustainable services, based on the triple priority of economic profitability, affordability and management reliability.
- Citizen energy, involving users in management and pricing choices

In this context, We and our partners implements in four regions of Myanmar a project aiming at contributing to improve access to renewable electricity and use of energy-efficient products by MSMEs and rural households. The project **Securing Energy Needs and Transition of Rural areas in Myanmar (SENTRUM)** aims at ensuring physical availability of equipment through support to a last-mile distributor, mini grid infrastructure build-out; sustainable financial mechanisms to ensure affordability of energy-efficient products; skills development and training centres support to ensure the demand for clean energy goods and services is met.

### Duties:

The Cashier is responsible for the cash management of SENTRUM project in Meikhtila operations ensuring the confidentiality of the information and complying with procedures and internal rules and regulations.

### **Key duties and responsibilities**

He/she will be required to:

1. Maintaining cash boxes and making cash payments with invoice
2. Maintaining and updating manual and excel cash book, bank books and vouchers as per Organizational procedure
3. Checking vouchers and bills in accordance with organizational procedures
4. Weekly and Monthly cash count with the Finance Officer and report to the Finance Manager / Field Coordinator for the cash situation
5. Bank withdraw and transfer and collect bank statement
6. Disbursing monthly staff salary payment as per approval of Country Representative/Project Manager
7. Archiving and scanning the vouchers monthly by voucher number and project separately
8. Assisting and coordinating with finance officer and finance manager on financial reporting requirements and audit mission
9. Check bank accounts and manage daily relationships with banks.
10. Keep records of advances book.
11. Produce monthly cash reconciliations, provide alerts on discrepancies.

### **Skills required**

- University degree and accounting (LCCI Level I, II)
- Minimum one years' experience as more or less the same responsibilities at a private company or an INGO/LNGO (more preferable)
- Strong computer literacy with knowledge of Microsoft Excel
- Rigor, autonomy, organization and pedagogical abilities
- Very good interpersonal skills, interest for teamwork and self-confidence
- Good writing, communication and negotiation skills in English

### **Contract and condition:**

- Based in Meikhtila's Field office
- The contract is one-year renewable with a two months' probation period
- Salary based on Organizational's salary grid and previous experiences

Written applications (CV and cover letter) should be submitted by email to [yangonhrmm@gmail.com](mailto:yangonhrmm@gmail.com) before **the 21<sup>st</sup> May 2025**. Only short listed applicants will be contacted.

This position is urgent and we reserve the right to make an interview if we find the suitable candidates among applicants before deadline. We would like to encourage to apply as early as possible.

Our organization is an equal opportunity employer, without discrimination based on gender, religion, ethnicity, or any other possible grounds for discrimination. The recruitment process is free of charge and no fee is charged to a candidate

Data collected during the hiring process will be used only for fair processing by those involved in the process.