

# VACANCY ANNOUNCEMENT

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|-----------------------------|-----------------------------------|
| <b>Date</b>                 | 6 October 2026                    |
| <b>Position</b>             | Finance Officer                   |
| <b>Number of Posts</b>      | 1                                 |
| <b>Duty Station</b>         | Yangon                            |
| <b>Reports To</b>           | Finance Manager                   |
| <b>Contract Duration</b>    | 6 months, with possible extension |
| <b>Application Deadline</b> | 20 October 2026, 5:00 PM          |

## Position Summary

Finance Officer is responsible for overseeing financial operations, closely assist to Finance Manager Head of finance Department Manager, ensuring compliance with accounting standards, and produce financial reporting.

## Key Responsibilities

- overseeing day-to-day financial operations, including accounts payable, accounts receivable, payroll, and budgeting.
- Preparing financial statements, reports, and forecasts for management and stakeholders.
- Ensuring timely and accurate financial reporting, both internally and externally.
- Ensure monthly back up of the Finance's computer.
- To ensure that the review of all transactions is completed with supporting documents and other requirements.
- To check all daily financial transactions & Cash Book, Cash Ledger with excel and finance documents such as cash advances, receipts, payments vouchers.
- To prepare the monthly salary of staff process.
- To ensure and verify all expenses consistent with the line of the budget.
- To withdraw cash and transfer from the bank statement
- To count monthly/weekly physical cash with together line supervisor
- Managing cash flow, ensuring funds are available for operations and investments.
- Assisting in the development of the organization's annual budget.
- Analyzing financial data to identify trends, variances, and performance metrics.
- Ensuring compliance with financial regulations, policies, and procedures.

- Coordinating with internal and external auditors to ensure proper financial controls.
- Providing financial insights to support decision-making and strategic planning.
- Recommending cost-saving initiatives and improving financial processes.
- Identifying financial risks and ensuring they are mitigated through proper controls.
- Supervising finance staff, providing guidance, training, and performance management.
- Collaborating with other departments to align financial strategies with business objectives.
- Depending on organization needs, the Supervisor may add additional JDs related to the position.

### Qualifications

- LCCI Level (I, II) or relevant financial accounting qualifications
- At least 2 years' experience at relevant field
- Proven experience in writing good financial reports and maintaining accurate record
- Able to communicate clearly and effectively with colleagues
- Good computer skill-MS office, Excel, and PowerPoint
- Good command of spoken and written English and Myanmar
- Must be able to work under pressure and while maintaining a positive attitude
- Commitment and understanding of mission core values and principles

### How to Apply

Interested candidates are invited to submit their updated CV and cover letter to [2026.hrrecruit@gmail.com](mailto:2026.hrrecruit@gmail.com) **no later than 20 October 2026 at 5:00 PM**. Only shortlisted candidates will be contacted for the next stage of the recruitment process.

