VACANCY ANNOUNCEMENT OF

**Finance** **& Admin Assistant**

World Concern is a relief and development organization operating in Africa, Southeast Asia and Haiti. In Myanmar, WCM has implemented relief and development projects since 1995. Currently, World Concern Myanmar has been implementing humanitarian assistances/emergency response and multi-sectoral development projects including maternal and child health care, nutrition, WASH, food security, agriculture and livelihoods, and child protection projects in Kachin and Shan states and Mandalay region.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Job Title** | **No. of position** | **Location** | **Report to** |
| **1** | **Finance & Admin Assistant** | **1** | **Lashio Program Office** | **Finance Officer** |

## Job Description

### Finance & Admin Assistant Location: Lashio Program Office, Northern Shan State

Reports to: Finance Officer and Area Manager (Lashio Program Office)

**Role Statement:** To support the Finance Officer and Area Manager by providing accurate, transparent, and timely accounting and financial reporting. This role will work closely with field finance staff to help ensure effective implementation of programs and projects. It also involves strengthening collaboration with local partner organizations through financial capacity building. The role requires a commitment to work and live with respect, compassion, and care for others.

**A . Specific Responsibilities:**

Under the direct and overall supervision of Finance Officer, the project finance and admin assistant'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 Finance and Admin Assistant, who will specifically;

1. 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 regarding expense receipts.
2. Liaise with Health and Nutrition Specialist 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.
3. Assist to Finance Officer for the payment of monthly staff salaries, honorariums and consultancy fees.
4. Oversee and check petty cash for office use.
5. Manage and process the project expense report sheets for the Projects in Kachin state, including analysis, allocation, summarizing and entering data.
6. Liaise with Health and Nutrition Specialist and Finance Officer to ensure all expense reports and cash requests are submitted by the due date for month end processing (the 20th of each month).
7. In consultation with the Finance Officer, analyze monthly project budget monitoring report.
8. Conduct financial monitoring visit with technical team members of the project within the target project areas according to work plans.
9. Communicate and consult with Finance Officer as required.
10. Ensure weekly/monthly back up of the Accounting Records, Financial Reports, and other financial documents.
11. Provide support of financial management by local project partners, for example, timely expense reporting, cash disbursement, etc.
12. Any other ad-hoc duties assigned by the Health and Nutrition Specialist.
13. To show hospitability and welcome with the caring manner when the community members visit to program office and maintain good relationship with partners.

**B. Skills and Qualifications:**

1. University degree or equivalent qualification in finance and accounting.
2. At least having 2 years’ working experience in accounting field.
3. Strong analytical, bookkeeping and accounting skill.
4. Demonstrated organizing skills and abilities.
5. Demonstrated ability to understand and use computerized accounting systems.
6. Strong written and oral communication skills in Myanmar and English.
7. Able to work at emergency situation and unrest areas with necessary
8. Able to plan and manage a variety of activities, setting appropriate priorities.
9. Able to work independently, asking for help when needed. Able to travel as necessary.

**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. Other supporting documents will not be needed in this state.

## World Concern Myanmar (Country Office)

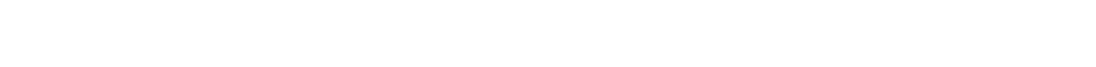
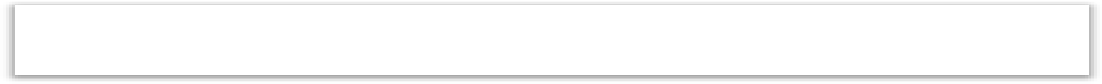
No. 7/36J, Golden Valley 1st Street, Golden Valley Ward (1), Bahan Township, Yangon.

**Email:** [**wcmhr@worldconcern.org**](mailto:wcmhr@worldconcern.org)

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

**Due to the urgency of the position, the organization reserves the right to start the recruitment process before the deadline if there are suitable candidates.**

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



**Closing Date: 18 July, 2025**