

**Finance Assistant**  
**Myanmar**  
**Reference Code: VA\_20250402**

## **Summary**

The Finance Assistant is responsible for supporting the daily financial operations of the organisation and assisting with the review and follow-up of partners' financial reports. This role ensures that financial transactions are accurately recorded, properly filed, and reported in line with internal procedures and donor requirements.

A key part of the role involves supporting local partner organisations to ensure the accuracy and completeness of their financial documentation. The Finance Assistant also provides basic financial guidance when needed and flags any concerns for further review. The position requires strong attention to detail, good organisational skills, and the ability to work within established financial processes to support compliance and accountability.

## **Key Responsibilities**

- Assist in reviewing and verifying the accuracy and completeness of payment requests (PRs), advance requests, and fund transfers—both for internal use and for partner organisations.
- Ensure all financial documents are properly approved by the designated authorities before processing.
- Support the review of partners' financial reports to ensure they are accurate, complete, and aligned with approved budgets and donor requirements.
- Coordinate with partners on follow-up questions and provide basic support to help improve financial reporting quality.
- Assist in reviewing and processing partners' fund requests in coordination with program and finance teams.
- Prepare weekly summaries of cash and bank balances to support financial monitoring.
- Enter financial transactions into the system regularly (at least weekly), ensuring accuracy and completeness.
- Assist in reviewing transit accounts and support monthly reconciliation processes.
- Follow up with staff and partners on outstanding advances and help maintain accurate advance records..
- Support the preparation of budget upload files and help maintain budget codes in the system.
- Participate in Budget vs Actual (BVA) meetings with partners' focal persons, and contribute to follow-up actions.
- Join weekly finance meetings to assist in financial updates and discussions.

- Ensure regular backup of financial data and maintain proper filing of financial records.
- Support audit preparations by gathering documentation and assisting with follow-up on audit queries.
- Assist in the use of budgeting software and support the budgeting process for the country office and funding proposals.
- Provide admin and operational support to Admin & Finance Officer in the area of human resource and facilities management including health & safety, as well as seeking quotations of meeting packages, Travel arrangements and procurement process.
- Perform other duties as may be required by the Admin & Finance Officer with regards to the project

### **Line of Communication**

Reports to : Country Finance and Administrative Officer  
 Coordinate with : Country Representative, Sr. Programme Officer, Project Officer, Finance & Operation Teams (Head Office)  
 Liaises with : Local organizations and partners

### **Qualifications**

- A Bachelor's degree in Finance, Accounting, Business Administration, or a related field.

### **Experienced and Skills**

- Minimum of 3–4 years of relevant experience in supporting financial operations within non-profits, development, or humanitarian organisations.
- Experience supporting multi-year, multi-donor budgeting processes.
- Familiarity with monitoring cash flow to ensure sufficient funds for operational needs. Proficiency in financial management/accounting software.
- Knowledge of project-based accounting and donor compliance requirements.
- Ability to assess financial performance and recommend cost-effective solutions.
- Strong written and verbal communication skills, including the ability to explain financial concepts to non-finance staff and senior management.

To apply, interested candidates should: Send a cover letter and current resume indicating **VA\_20250402\_Finance Assistant** to our recruitment email: [khtwe@cord.org.uk](mailto:khtwe@cord.org.uk) , not later than 2<sup>nd</sup> May 2025. The received candidate may be invited for an interview before the deadline.

**Additional Information**

All candidates must uphold and adhere to the organisation's values and Code of Conduct, including policies on:

- Prevention of Workplace Harassment
- Protection from Exploitation and Abuse
- Safeguarding
- Conflict of Interest
- Anti-Fraud

**In Your Cover Letter, Please Include:**

- Your relevant experience and knowledge in relation to this role
- Your available start date
- Your expected salary