

JOB VACANCY

Kaw Lah Foundation was formed in 2012, a dynamic organization dedicated to promoting peace, natural resource governance, sustainable community development, emergency response, and social protection in Southeast Myanmar through its integrated program. The Foundation works to ensure sustainable management and utilization of natural resources, promoting conservation and equitable access for the community members. Supports initiatives that foster economic growth, social cohesion, and environmental sustainability, ensuring that development benefits are shared inclusively. Committed to providing timely and effective responses to emergencies, helping communities to recover and rebuild stronger. Safeguard the most vulnerable populations, providing support and resources to enhance their resilience and well-being.

Position : **Finance Officer**
Duty Station : **Yangon**
Project Area : **Southeast Myanmar**
Project duration : **8 months**

Position Overview

We are looking for an experienced, proactive finance Officer to work collaboratively with our team on specific projects. In this role, you will oversee tasks delegated to you by the project coordinator, coordinate with all necessary vendors and service providers, and ensure that the project is moving forward on time and on budget. You will need to be highly organized, adaptable, and able to prioritize tasks while working independently. The ability to motivate others and keep them on task in a positive and encouraging manner is also a must-have skill in this position.

Duties and Responsibilities

- Obtain weekly/monthly financial targets for the project from the Project Coordinator on time.
- Ensure that the amount requested by Project Coordinator is included in the monthly fund transfer request.
- Make disbursements and transaction records accurately as per KLF's finance management procedures
- Ensure cash box is replenished on a weekly basis to meet normal office expenses
- Ensure cash counts are done on a daily basis
- Process weekly cash and bank reconciliations to be verified by KLF Finance Manager
- Perform bank functions such as withdrawals, bank transfers, obtain statements etc

- Ensure that salaries for field staff are prepared and paid in a timely manner.
- Ensure each payment voucher is correctly filled out including project code and budget codes and proper authorisation.
- Maintain an organised and complete filing system of the project Finance Files
- Ensure transfer of funds/money to project staff on time as per advance requests endorsed by the Project Coordinator and approved by Program Manager.
- To support Project Coordinator, and field staff on daily finance needs such as budget coding, accounting forms requirements, explaining finance procedures etc.
- The staff member is also expected to perform any other tasks as assigned by the Senior Staff Members.

Qualifications and Competencies

- Bachelor's degree in commerce/ BBA/ Economics/ BACT, LCCI (III)
- At least 2 years' experience in accounting with INGOs
- Experience in producing budgets, financial monitoring, and donor reports.
- Good communication and negotiation skills
- Advance computer skills, particularly in Excel
- Ability to deliver under pressure and willingness to travel in the field.
- Knowledge of Administrative systems
- Skills in good interpersonal and organizing filing systems.
- Cultural awareness and sensitivity; communication skills.
- Organization and work planning skills.
- Good working knowledge of written and spoken English. Fluency in Sgaw Karen Language.

How to apply

Interested candidates who meet the above requirements are required to submit a cover letter, a comprehensive CV and details of three referees via e-mail only to: kawlahfoundationhr@gmail.com **no later than 25th March 2025, 05:00 pm (Myanmar Time).**

Additional Information

- ⇒ Our organization practices zero-tolerance any abusive action on KLF's Sexual Exploitation and Abuse, Child Safeguarding policies to all KLF Staff.
- ⇒ Our organization regards to inform you that only short-listed candidates will be contacted.