



Gathering House Youth Empowerment Society

Vacancy Announcement

(VA06125, GHYES-HR)

Gathering House Youth Empowerment Society is seeking a highly skilled and experienced applicant for the following vacant position.

Position Title: Finance Specialist

No of Position: One Position

Location: Mandalay Region

Desired Start Date: As early as possible

Duration: Till end of December 2025

Reports to: Finance Coordinator

Closing Date: After having identified a suitable candidate

Background:

Gathering House Youth Empowerment Society is a dynamic and fast-growing youth organization founded in 2020. Our vision is to empower young people to build a society that is both peaceful and comprehensively developed. We are committed to achieving this through our mission of working alongside young people and youth organizations to empower and support them to become active agents of positive change in their communities. By doing so, we aim to build a peaceful and comprehensively developed society where every young person can reach their full potential. Our core values reflect who we are as an organization and guide our work. We value *diversity and non-discrimination*, recognizing and embracing differences among individuals. We foster *innovation*, encouraging creativity and new ideas in our work. *Mutual respect* is at the core of our interactions, promoting a culture of collaboration and teamwork. We prioritize *transparency* in all aspects of our operations, promoting open communication and accountability. We take *responsibility* for our actions and their impact, committing to ethical and sustainable practices.

As an active youth organization, we are committed to the growth and development of our team members. We provide a dynamic, flexible and supportive work environment where every team member is encouraged to thrive and reach his or her full potential.

Job Summary: We are seeking a dedicated, highly skilled, and experienced individual to join our organization as a Finance Specialist for the financial process. The Finance Specialist will be responsible for facilitating the financial process of organization, especially ensuring smooth project reporting and report to the Finance Coordinator.

Key Responsibilities:

Financial Management:

- Verify that all journal vouchers, payments, and receipts adhere to GH's policies
- Manage the bookkeeping: cash book, bank book, cash and bank reconciliation
- Manage donor's financial reports processes, ensuring timely processing of all related vouchers.
- Communicate with partner for reporting and other related financial and grant management matters
- Review budget and actual expenditures and report to budget owners and SMT members using GH Budget Monitoring Tool Leading in grant management
- Assisting cash planning on a monthly basis and budgeting processes
- Develop and implement accounting policies and procedures

Essential Qualifications and Experiences:

- Bachelor's degree in finance, Accounting, NGO sector or related field
- Proven experience (7+years) in finance roles, preferably in a similar sector
- Strong Knowledge of financial principles and practices
- Proficiency in financial software (e.g. Microsoft excel, QB...)
- Strong organizational and time management skills, with the ability to manage multiple tasks and deadlines
- Good interpersonal and communication skills
- English language is strongly to be in written skill
- Exposure to NGO work is an advantage

Benefits

- Competitive salary and allowance (**Above 950 USD**, based on qualifications and experience)
- A supportive and collaborative work environment that fosters continuous learning and growth

- Valuable hands-on experiences and exposure, providing opportunities for professional development and career advancement
- Capacity building initiatives such as workshops, training programs, and conferences to enhance your skills and knowledge

If you meet the qualifications and are passionate about making a positive impact on the lives of conflict-affected individuals, we encourage you to submit your application.

How to Apply:

Interested persons should submit an application and updated CV, including educational qualifications, recommendations of previous organizations, contact number and contact details of at least two professional references to recruitment@ghyes.org with the title of the position, **(Finance Specialist, VA06125)** applied for. Only shortlisted candidates will be contacted for relevant tests and/or interviews.

Gathering House is dedicated to upholding Equal Employment Opportunity, ensuring that individuals are recruited without regard to their race, ethnicity, religion, or gender. Our organization is deeply committed to promoting the welfare of children and advocating for gender equality. We maintain a zero-tolerance policy towards child abuse and sexual harassment.