



IBJ Myanmar

အမှတ် (၁/က)၊ ဝိုင်အမ်စီအတိုက်တန်း၊ ဗိုလ်ချုပ်အောင်ဆန်းလမ်းမကြီး၊ သစ်တောရပ်ကွက်၊ တောင်ကြီးမြို့။
ရမ်းပြည်နယ်၊ ပြည်ထောင်စုသမ္မတမြန်မာနိုင်ငံတော်။
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Finance and Admin Officer – Naypyitaw Office

International Bridges to Justice (IBJ) is a registered charitable non-government organization in Myanmar, also with a presence in North America, Europe, Asia and Africa. IBJ Myanmar is located in 6 offices across the country, with a headquarters and five offices in Taunggyi, Mandalay, Nay Pyi Taw, Taungoo and Hpa-An.

Now we are seeking for a highly motivated and capable person for the post of Finance & Admin Officer in Naypyitaw Office. Finance and Admin Officer will provide support and guidance to the projects particularly the operations department with the task related to accounting, banking, budgeting, procurement, and financial management to ensure full compliance with rules and regulations of financial process, financial records and reports and audit follow up, and implementation of the effective internal control framework by support of Head Office.

Duties and Responsibilities

- Handling the day-to-day organisation of the office, including filing, restocking, and reordering office supplies, and creating organizational systems as needed.
- Responsible for and plans, organizes and manages administration process for the Naypyitaw office.
- Planning and organizing and liaise office needs and purchases in close coordination & collaboration with Admin and HR Manager
- Managing Staff Salary, leases, and subcontractor payments on schedule in consultation with Centre Manager and Admin and HR Manager
- Supporting logistics to program activities.
- Preparing finance and accounting of the Naypyitaw office; the Naypyitaw office's bank accounts, get payments approved and transfers and manage currency conversions under the guidance of Finance Manager.
- Ensuring Naypyitaw Office expenses comply with grant guidelines and IBJ regulations, under the consultation and guidance with Finance Manager.



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- Working hand in hand with Admin and HR Manager and Finance Manager in relation to technical aspects
- Supporting budgets development and making necessary adjustments to office budget in conjunction with the Centre Manager and HQ Management Team.
- Working in partnership with program and finance management through effective communications and problem solving, such as monthly reporting and supporting documents and developing ad-hoc reports as needed
- Any other duties as assigned by Center Manager and the Headquarters

Qualifications and Experience

- Myanmar national with experience in financial management background
- Experience of setting-up and managing office systems.
- University degree in Business Administration, Accounting, Finance, or similar/ discipline - or proven professional qualification.
- Excellent IT skill is highly desirable, particularly the use of MS Excel
- At least 3 years of experience working with finances for either in an INGO or NGO and dealing with foreign currencies.
- Must have a good inter-personal communication skill.
- Ability to work well in a team, as well as independently.
- Capable of handling multiple tasks simultaneously while meeting tight deadlines
- Good written and spoken English is preferable.
- Team player with positive personality.
- Must demonstrate a high level of awareness and respect for the confidentiality of the situation.
- Proactive and capable of working independently.

Expected starting date of employment – June 2025.

Contract type – Myanmar Employment Contract

Probation period – 3 months



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IBJ Myanmar strongly advocates for equal opportunity and promotes a diversified and inspiring working environment. Therefore, qualified candidates of ethnic minorities, women, youth, and persons with different abilities are strongly encouraged to apply.

Application process:

Please submit-

1. **A statement of interest.**
2. **Curriculum vitae including at least two referees with detail information.**
3. **Expected Salary** via email to: ibjmyanmar@ibj.org . Please type “For Finance and Admin Officer_Naypyitaw” in the subject line and **not later than 5:00 pm on 9th May 2025.**

Applications must include the **ABOVE** specified information. Application that do not include this information will not be considered.

Note: Only shortlisted candidates will be contacted for first interview.