



Inclusive Systems Myanmar Limited by Guarantee is registered as an organization, and it is a Social Enterprise of Helvetas Swiss Intercooperation in which operational in 30 developing countries around the world. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. ISM is active in the following three thematic areas: a. water, food and climate; b. skill, jobs and income and c. voice, inclusion and cohesion. ISM engages in emergency relief, reconstruction, and rehabilitation. Our working approaches prioritize local ownership, multi-stakeholder and equitable partnerships, and downward accountability. We are a gender, culture, race, creed, political and religion neutral un-bias organization which promotes inclusion, diversity and tolerance, respect and fair treatment for and between employees, partners, contributors and community groups.

Subject to the donor funding of ASTI Project, we are currently looking for an enthusiastic, committed, experienced and reliable

Assistant Finance and Admin Officer x 1 position

based in Yangon with frequent travel to project areas.

The ASTI project funded by the Swiss Agency for Development and Cooperation (SDC), was launched in 2022 and its implementation is led by GIZ and Helvetas. It supports the conceptualization, development, and implementation of a uniform workplace-based learning (WBL) concept and its integration into the TVET systems.

MAIN TASKS

Project finances, administration, procurement and logistics matters are proficiently managed.

Support to Program finances as required and assigned.

- Check expenditure, prepare cover vouchers related to the ASTI project and Program
- Attach all necessary documents to all vouchers.
- Participate in the banking process and cash transactions process of ASTI and Program.
- Monitor advances (personal advances of ASTI): inform balances to each employee as necessary, verify expenditure reports of ASTI and Program
- Conduct meeting with supervisors weekly/ monthly as per Banana financial monitoring guidelines
- Participate in weekly cash counts and monthly bank reconciliation as assigned
- Assists prepare/ submit monthly or quarterly Banana report as assigned
- Prepare the project monthly project monitoring report
- Assist the cost share /cost allocation for the program expenses
- Assist annual audit as required
- Arrange staff travel insurance for trips, local and abroad organized by the Program, arrange travel insurance for foreign trips of project team.
- Arrange the project staff travel or stakeholders' travel of ASTI, and assist to settle of travel advances/ all advances of ASTI
- Arrange the project activities meeting, training, workshop and any others related to ASTI
- Keep the asset list and safeguard the project asset for the ASTI project

Maintain financial documents both electronically and in physical form

- Check locked transactions with hard and soft voucher (debit credit code, project code and budget lines) and make sure the supporting document is attached in voucher
- Maintain and file vouchers safely place
- Scanning and keeping soft vouchers at Finance one drive/ SharePoint
- Any other general finance duties assigned by Supervisor as needed

YOUR QUALIFICATIONS

- Bachelor's degree in relevant field: advanced accountant certification or auditor
- Min 3 years in finance and administration at program level as assistant or higher
- Accounting and budgeting online/offline internal control systems and procedures
- Fundraising/ Acquisitions Human resource legal auditing
- Professional presentation
- Honest and trustworthy: good attitude, positive thinking, open minded, fast learner, self-reliant/ motivated team player, patient, flexible, can manage stress/ pressure, interested in development issues, committed and reliable
- Microsoft Office programs include Excel, Word, Power Point,
- Accounting software
- Fluent in English (4 skills)
- Good communication skills
- Multitasking skills

WE OFFER YOU

A multicultural setting and a flexible and dynamic working environment, which values innovation, initiative and learning.

We look forward to receiving your complete application including **a motivation letter, work certificates and diplomas** by **18 July 2025 at 5:00 pm**. Please note that **three references** are needed for shortlisted candidates. Interviews will be a combination of verbal and practical/technical exercise in English.

Please include the name of the position you are applying for in the subject line of your email.

Please send your electronic application to hr.mmr@helvetas.org