



No. (7), Room No. (202), AMPS Moe Kaung Condo, Moe Kaung Road,
(13) Quarter, Yankin Township, Yangon.

Phone: 09 405842731 , 09 755483477

Email: myanmar-youth-stars.mys.mm@gmail.com

Facebook: www.facebook.com/MyanmarYouthStars

VACANCY ANNOUNCEMENT

Title	Finance Officer
Reporting Line	Reports to the Finance and Grants Coordinator
Working Hours	Standard Office Hours with flexible arrangements based on program requirements
Location	Yangon
Duration	Six Month (Possible Extension)
Closing Date	14-Oct-2026

Introduction: Myanmar Youth Stars Network is an organization comprising a consortium of young individuals from key populations. Established in early 2013, the network's primary aim is to address the disparities, stigma, and discrimination encountered by marginalized young individuals who face elevated risks of contracting HIV.

Scope: Operating across 18 regions in Myanmar, the Myanmar Youth Stars Network focuses on empowering vulnerable populations, including young males engaging in same-sex relations (MSM), transgender individuals, those using injectable drugs (PWID), male and female sex workers, people living with HIV (PLHIV), and other vulnerable young individuals.

Engagement: Collaborating closely with over 1,500 members of the Young Key Population (YKP) across 18 townships, our initiatives center around:

1. Advocacy for YKP rights concerning HIV, Sexual, and Reproductive Health (SRH).
2. Facilitating peer-led networking through online services.
3. Enhancing the capacity of community members and advocates on pertinent issues.
4. Conducting community-based research since 2012.

Position Summary:

Under direct supervision of the Finance and Grants Coordinator, the Finance Officer (FO) is responsible for providing in managing and administering of the financial activity and function. He/she is responsible in managing the day-to-day financial transactions according to the defined finance and administrative policies and procedures and for Cash management, Advance liquidation, Treasury operations including performing banking arrangements for Yangon Office.



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Primary Responsibilities

- ❖ Manage day-to-day financial transactions and making sure the payments have been processed as per MYS policies and procedure and various donor compliances in timely manner
- ❖ Review and ensure all payment requests have the necessary documentation attached and approvals as per Delegation of Authorities before processing the payments.
- ❖ Review and ensure all advance issues are attached with necessary documents authorized and cost breakdown are validated.
- ❖ Supervise the liquidation process of advance of which is approved respective Budget Holder and attached original receipts and invoices.
- ❖ Ensures compliance with internal controls, policies and procedures in day-to-day conduct and supervision of cash management activities in line with Finance Manual and accounting practices.
- ❖ Understands and manages appropriate procedures and processes around month-end and year-end.
- ❖ Oversees cash functions, including cash positioning, cash reporting and forecasting.
- ❖ Supports treasury and cash management operations and helps develop strategies to maximize efficiencies, safeguard assets and minimize costs.
- ❖ Ensure the transactions are entered timely and correctly reflected as per organization coding system in internal control system.
- ❖ Provide advice or information to Program staff on the validity of the transactions according to standard requirements of work plan.
- ❖ Coordinate with other program departments in terms of processing payment including ensuring all the documentation is complete and accurate.
- ❖ Manage and securing cash in safety and cash in banks including request for top up, transfer, transportation and storage.

Regular Responsibilities

- ❖ Participating effectively in team meetings
- ❖ Keep updating banking transactions (Bank Account Opening, Authorized Signatories Changes and Bank Balance Checking and Monthly Bank Reconciliation, etc.).
- ❖ Facilitate monthly reconciliation process of balance sheet accounts (i.e. Prepaid, Accrual, Liabilities etc.)
- ❖ Liaise with banks for the banking system and ensure smooth running.
- ❖ Checking project staff cash requests documents and process transfer in set timeframe.
- ❖ Share the monthly transactions listing to all respective staff in timely manner.



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- ❖ Maintain all financial records and information properly for Audit trails.
- ❖ Ensure all expenditures are allocated and posted in respective Budget lines.
- ❖ Participating the preparation of the month end closing as per donor's funding agency timeline.
- ❖ Ensure all Financial Documents have been filed properly and issued upon requests.
- ❖ Provide support by undertaking any other additional functions as delegated by the supervisor.

Working Experience

- ❖ Minimum 3 years of proven experience in accounting/bookkeeping or a related field.
- ❖ Knowledge and understanding development and humanitarian context.
- ❖ Ability to maintain high level of accuracy in preparing financial reports.
- ❖ Knowledge of managing cash/bank accounts.
- ❖ Ability to work under pressure, as part of a team or independently, and meet deadlines consistently.
- ❖ Good communication and coordination skills with the program staff.
- ❖ Good English language skills, both oral and written.
- ❖ Able to travel if needed and able to work independently and seek help when necessary.

Skills and Qualifications

- ❖ University degree in relevant field preferably B. Com graduate or LCCI level 3.
- ❖ Ability to speak Myanmar Language Fluently.
- ❖ University graduate is must, preferably with a postgraduate degree in a related field.
- ❖ Good command of MS Office applications (Word, Excel, Access and Power Point).
- ❖ Team building skills, Bookkeeping skills, Analytical skills and Decision-making skills.
- ❖ Effective verbal and listening communication skills.
- ❖ Attention to detail and high level of accuracy.
- ❖ Understanding of Young Key Affected Population with complex needs and vulnerability

Closing date- 14-October-2026

Remark: For those who failed to mention or incorrectly mention the apply position title, Program/Sector name, Expected Salary and location in their applications, we will consider those as disqualified, and we will not consider for shortlist.

Your application letter should include:

- Reason for interest in the position
- Relevant experience
- Your salary expectation



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Young people, Young LGBTQI people, Young Sex Workers and Young People living with HIV are highly encouraged to apply.

The applicant must submit a CV with the recommendation of at least two and a cover letter to ahro@myanmaryouthstars.org not later than the office hour of the closing date. Late submissions will be considered disqualified.

Myanmar Youth Stars Network: No. (7), Room No. (202), AMPS Moe Kaung Condo, Moe Kaung Road, (13) ward, Yankin Township, Yangon.

Contact Ph, 09 755483477

**Due to the high volume of applications, only short-listed candidates will be invited for personal interviews.*