

Vacancy Announcement

Job Description: Accountant

Organization: Silver Lining Missions

Location: NyaungShwe, Shan State

Position Type: Full-Time

About Silver Lining Missions

Silver Lining Missions is a Christian charity organization dedicated to serving the most vulnerable children. Our mission is to provide holistic care and development to children, helping them thrive and reach their full potential. We are committed to creating a loving and supportive environment that reflects our core values of compassion, faith, and service.

Job Summary

We cordially invite professional accountants to join our team. This position is responsible for daily accounting processing, reviewing original vouchers, preparing accounting vouchers and financial statements, ensuring the authenticity and accuracy of data, and providing data support for management decisions. At the same time, it is necessary to calculate the project activity budget, control project costs, assist in optimizing resource allocation, and improve the efficiency of fund utilization. The incumbent should collaborate with the international office manager and local project manager to standardize financial processes, strengthen internal controls, and assist the team in enhancing financial management capabilities. The ideal candidate will affirm our organizational mission and core values, love children—especially those from vulnerable backgrounds—and demonstrate a heart of service and dedication to holistic development.

Key Responsibilities

1. Accounting Processing and Accounting: Responsible for reviewing original vouchers, ensuring the authenticity, legality, and completeness of economic transactions, preparing accounting vouchers in accordance with accounting standards, registering various detailed and general ledgers, completing month end closing and reconciliation work, ensuring consistency between accounts and vouchers, accounts and reality, and laying the foundation for the accuracy of enterprise financial information.

2. Financial statement preparation: Regularly prepare financial statements such as balance sheets, income statements, cash flow statements, etc., to clearly present the financial position, operating results, and cash flows of the enterprise during a specific period, providing intuitive financial information for the management, investors, and other stakeholders of the enterprise.

3. Tax management and declaration: Accurately calculate the various taxes and fees that enterprises should pay, such as value-added tax, corporate income tax, personal income tax, etc., strictly follow the time and process stipulated by tax laws to complete tax declaration and payment work, while paying attention to changes in tax policies, making reasonable tax planning, helping enterprises reduce tax costs, and prevent tax risks.

4. Cost accounting and control: Accounting for various costs in the production and operation process of enterprises, analyzing cost composition and trends, formulating cost control measures, assisting enterprises in optimizing resource allocation, reducing production costs, and improving economic efficiency.

5. Fund management: Responsible for the receipt, payment, and settlement of enterprise funds, arranging the reasonable use of funds, and ensuring the stability of the enterprise's fund chain; Regularly conduct fund inventory and reconciliation, monitor fund flow, and prevent fund risks.

6. Financial analysis and decision support: Through in-depth analysis of financial data, evaluate the operational performance of the enterprise, identify problems in business management, and propose improvement suggestions; Provide data support and professional opinions for major decisions such as investment, financing, and budget preparation for enterprises.

7. Financial file management: Properly keep accounting vouchers, books, financial statements and other financial materials, organize, bind and archive them according to regulations, facilitate the query of financial information and the conduct of audit work.

8. Internal Control and Supervision: Assist in establishing and improving the financial management system and internal control system of the enterprise, supervise the compliance of the enterprise's economic activities, prevent financial fraud, and ensure the safety and integrity of the enterprise's assets.

9. Other Duties

- Undertake any additional responsibilities assigned by the supervisor.
 - Support the broader mission of Silver Lining Missions with flexibility and dedication.
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Qualifications

Required:

- A strong commitment to the mission and core values of Silver Lining Missions.
- A heart for serving children, especially those from vulnerable or challenging backgrounds.
- Hold a college degree or above in accounting, finance, economics, or related majors
- Proficient in using financial software such as Kingdee and Quick Book, as well as office software such as Excel

Preferred:

- Have experience in accounting for NGOs
- Requires a high sense of responsibility and a meticulous work attitude
- Familiarity with Christian ministry and mission-driven organizations.

Compensation and Benefits

Compensation and benefits will be determined based on the candidate's qualifications, experience, and alignment with the role. These details will be discussed during the interview process.

Application Process

Interested candidates are encouraged to submit the following:

1. A cover letter detailing your alignment with the mission and values of Silver Lining Missions.
2. A current resume/CV.

Applications can be sent to haisheng@slm.asia by 20 May 2025 with the subject line: "Application for Accountant."

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We believe that love changes lives