



**MMFA Overview**

The Myanmar Microfinance Association (MMFA) is the National Association gathering microfinance practitioners and other relevant stakeholders working to improve access to appropriate and affordable financial services for the poor and unbanked people in Myanmar. MMFA aims to promote transparency, sustainability, and quality of microfinance services by offering training opportunities and other relevant services to its members. MMFA contributes to enhance sector coordination by providing a platform to share information and best practices and acts as the representative of microfinance practitioners before donors and investors as well as regulators and supervisors contributing to a conducive legal and regulatory environment.

To support our growing operations, MMFA is seeking a qualified and motivated Finance & Admin Officer to join our team. The Finance & Admin Officer will be responsible for maintaining accurate financial records, preparing reports, managing budgets, and ensuring compliance with organizational policies and relevant financial regulations.

**Job Title:** Finance & Admin Officer  
**Job Location:** Yangon  
**Job Type:** On-site  
**No. of Position(s):** 1  
**Closing Date:** 30<sup>th</sup> May 2025

Main Responsibilities	Details
1. Finance	<ul style="list-style-type: none"><li>• Become fully skilled in operating Accounting/Financial Management Software adopted by MMFA for maintaining company accounting and financial records.</li><li>• Enter all financial transactions (receipts, payments and journals) into software.</li><li>• Perform monitor, control and management on the receivable and payable of the association.</li><li>• Ensure that physical record of vouchers together with documents and all related accounting and financial records are kept up to date.</li><li>• Produce Monthly/Quarterly/Yearly accounting and financial reports.</li><li>• Ensure compliance with tax laws and other laws relating to financial operations</li><li>• Prepare and facilitate records for external audit</li><li>• Support the General Manager and the Operations Officer to develop budgets for funding applications</li><li>• Keep Record of membership fees payments and report to management</li><li>• Responsible for managing banking activities, treasury activities, and cash flow management.</li></ul>



Inclusive Financing

2. Administration	<ul style="list-style-type: none"><li>• Collaborate with team to organize the logistics, for meetings, conferences, workshops, trainings and other special events.</li><li>• Manage office logistics, including inventory, and maintenance of office equipment and supplies</li><li>• Perform as the primary point of administrative contact, respond to and manage calls.</li><li>• Manage employee files and records in order to ensure accurate payment of benefits and allowances.</li><li>• Assist the general manager in implementing operation and financial management policies, procedures and systems that ensure office operations are in compliance with MMFA policies.</li><li>• Perform any other tasks as assigned by the General Manager.</li></ul>
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## Requirements

- Candidates should have a university degree in Finance and Accounting.
- At least 3 years of practical experience in developing and maintaining accounting and financial records and related systems.
- Experience in working with accounting software application and full competence in Office software application package including MS Word, MS Excel and MS Outlook.
- Be willing to learn and acquire additional knowledge while working on the job.
- Have good communication skills (to speak, read, and write) in Myanmar language and English.
- Strong planning, administrative, organizational, personnel, and budget management skills.
- Strong communication skills both verbally and written.
- Able to collaborate and work together as a team.
- Able to travel, if required.

## Interested candidates are invited to submit the following documents in English:

1. A Cover Letter
2. A detailed Curriculum Vitae (CV), including the applicant's contact information
3. Stated expected salary

If you are interested in joining MMFA, please send your complete application to:

[office@myanmarmfa.com](mailto:office@myanmarmfa.com)

**Only shortlist candidates will be contacted.**