



SWANYEE DEVELOPMENT FOUNDATION

စွမ်းရည် ဖွံ့ဖြိုးမှု ဖောင်ဒေးရှင်း

NGO providing Emergency Relief & DRR, Environmental Conservation & Biodiversity Conservation, LIFT, WASH and Rural Development & Poverty Reduction in Delta, Rakhine and Dry Zone Swanyee is currently seeking to recruit staff following positions.

Terms of Reference

Name of Position	:	Finance Officer
Number of Post	:	1 post
Duration of Assignment	:	1 Year (Extendable)
Duty Station	:	Yangon (Head Office)
Closing Date	:	19.3.2025

Operational Responsibilities:

- All financial data for the office are recorded in the financial system accurately, timely and completely.
- Verify and ensure all payment requests have the necessary documentation and approvals before processing the payment.
- Check all expenses voucher, payment voucher and duty signed by authorized staff.
- Monitor expenditures in line with approved project budgets especially highlights the over / under spent to budget holder.
- Assist Finance Coordinator in preparation of payment vouchers check advance request and other.
- Maintain office cash flow, petty cash and carries out periodic cash counts and random cash counts
- Prepare monthly finance reports to be submitted to the Finance Coordinator.
- Have a proper filing system maintaining up to date documentation of expenditures, vouchers, inventory list and related financial records;
- Maintaining internal controls over the receipts, disbursements and management of project resources, ensuring that all transactions are adequately authorized and properly supported.
- Perform planning of whole program expenditure in relation to allocated budget for project management.
- Provide the monthly and quarterly financial reports of all field activities and procurement.
- Prepare a consolidated financial monthly report and sent to Finance Coordinator for approval.
- Assist in the planning, organization and execution of the statutory requirements and audit process for the office in coordination with the Finance Coordinator.
- Monthly and quarterly discuss and coordinate with Programme staffs about expenses and budget balances.

- Maintain safety of financial documents and inventory list.
- Assist Explain the internal regulation upon request by national staffs.
- Any other necessary responsibilities as assigned.

Qualification and Experiences

- A University degree preferably in accounting. LCCI (I, II, III) will be an advantage
- At least 3 years' experience in an accounting role and support services
- Ability to work under pressure and team management and problem solving skill
- Good analytical and negotiating skill.
- Ability to maintain high level of accuracy in preparing financial reports.
- Knowledge of managing cash / bank accounts.
- Good command of MS Office applications (Word, Excel, Access, and Power Point)
- Good English language skills, both oral and written.
- Willingness to travel to remote and conflict affected area.

Submission of application:

Interested candidates who meet the above requirements are required to submit a cover letter, a comprehensive CV, **expected salary** and details of at least 2 referees via E-mail to hr@swanyeegroup.org latest by **19 March 2025 (5:00 PM)**. Reference & background checks will be performed for successful candidates. Only shortlisted candidates will be contacted.