



SWANYEE DEVELOPMENT FOUNDATION

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Swanyee is a National 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 : 9 Months
Duty Station : Based in Sittwe, Rakhine State

- 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.
- Responsible for timely cash disbursement of project expenses.
- 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.
- To check the daily attendance and maintain leave applications of the staff.
- Follow up of the staffs leaves, attendance record.
- Provides payroll information by collecting, leave form, attendance list records and other relevant HR documents.
- 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 2 years experience in an accounting role, administration 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 including **expected salary** and details of at least 2 referees via E-mail to hr@swanyeegroup.org latest by **20 June 2025 5:00 PM**. Reference & background checks will be performed for successful candidates. Only shortlisted candidates will be contacted.

Note:

1) Please mention position name clearly in subject line.

2) Interested candidates are encouraged to apply as early as possible since we need this post urgently