



## Vacancy Announcement

Position	: Senior Finance Officer
Number of positions	: 1 position
Location	: Yangon (Hybrid with work from home)
Working Time	: 9:00am to 6:00pm (with lunch break)
Report to	: Executive Director
Work mainly with	: Program Coordinator, Program Officers
Collaborate with	: Admin and HR Officers, Finance Officers

## About Saya Foundation

Saya Foundation is a nonprofit organization founded by enthusiastic educators with a mission to provide communities with quality education in safe, inclusive learning environments. Our work spans whole-school support, specialized training for religious educators and teachers, online learning for children and parents, and the creation of educational resources. We are also committed to expanding access to education for children in Myanmar's rural and remote areas. Despite our diverse initiatives, Saya Foundation remains a small, dedicated community focused on advocating for equitable, compassionate education. For more detailed information, visit our website at: [www.saya-foundation.org](http://www.saya-foundation.org)

## Duties and Responsibilities

- Support the program team in developing and planning project budgets.
- Document receipts and financial transactions regularly; prepare financial reports for donors.
- Develop and maintain financial operation procedures and guidelines for the finance team.
- Analyze budget line performance, identifying challenges and recommending improvements.
- Foster professional relationships with donors and project focal points.
- Collaborate with internal teams and donor representatives to resolve financial matters.
- Prepare monthly financial reports and perform bank reconciliations.
- Write financial reports and respond to donor requests for financial information.
- Review vouchers, travel expense reports, and supporting documents for accuracy and compliance.
- Provide financial guidance and orientation to team members on financial procedures.
- Collaborate with tech experts to support the digitalization of financial processes.
- Process and record all financial transactions using the organization's financial systems and software.



- Support and mentor Finance Officers, ensuring their professional development and adherence to financial standards.

## Requirements

- Master's or bachelor's degree in accounting, Finance, Commerce, LCCL, or an equivalent degree, or a degree in a relevant field.
- Over 3 years of working experience in a nonprofit organization, preferably in the education sector.
- Proficiency in English at an upper-intermediate level or higher.
- Ability to use IT tools such as Google Suite, Microsoft Office, and Zoom.
- Strong ability to collaborate effectively with colleagues across the organization.
- Commitment to and understanding of Saya Foundation's values.
- Willingness and capability to comply with all relevant Saya Foundation policies and procedures.
- Strong multi-tasking skills and the ability to work under tight schedules.
- Strong organizational and time management skills, with the ability to manage multiple tasks and meet deadlines.

## Saya Foundation's Core Values

- Learning and Sharing
- Professionalism
- Social Inclusion
- Compassion
- Synergy
- Agility

## Contact Us

Interested applicants must send a Cover Letter and Curriculum Vitae (including two referees from your previous employment) via email, [info@saya-foundation.org](mailto:info@saya-foundation.org) . For any inquiries, please email [info@saya-foundation.org](mailto:info@saya-foundation.org) . Deadline for application is May 10<sup>th</sup>, 2025, at 5:00 PM.

*Saya Foundation is an inclusive organization committed to diversity and social cohesion. We encourage applications from women, minority groups and people with disabilities. There will also be no discrimination against an applicant's race, color, gender, religion and sexual orientation.*