



လူမှုစွမ်းရည်ရှေ့ဆောင်အသင်း
Capacity Building Initiative (CBI)
အသင်းအဖွဲ့မှတ်ပုံတင်အမှတ် - ၁/ပြည်တွင်း/၀၀၃၅(၂၀၂၂)

Vacancy Announcement

1.	Title	Finance Assistant
2.	Reporting to	Finance Manager
3.	Duty Station	Yangon with frequent travels
4.	Duration	Six months (with possibility to extend)
5.	Closing Date	May 29, 2025

The Capacity Building Initiative is a registered Myanmar NGO based in Yangon. CBI provides training and other services to assist NGOs and NGO staff improve in design, implementation and management of development projects. CBI also provides services for strengthening of CSOs in Myanmar with an emphasis on the remote and ethnic areas. CBI currently provides a wide range of training courses as well as Human Resource Development and Organization Development services to NGOs and CSOs.

Capacity Building Initiative would welcome applications from qualified candidates for a Finance Assistant **who is highly motivated**, with experience in Finance and Accounting.

Duties and Responsibilities:

Under the direct supervision of Finance Manager, the incumbent will carry out the following duties.

1. Efficient accounts keeping through matching expenditure with approved budget heads.
2. Providing finance related inputs to the Donor Reports.
3. Ensuring maintenance of proper and updated accounts for all financial transactions
4. Responsible for audit of accounts of country operations and ensuring replies to any audit queries.
5. Responsible for safe keeping of cash in hand
6. Prepare and arrange for the payment process, deal with the bank, prepare advance requests, invoices and settlement to be compliance with donor and organization rules and regulations
7. Assist in preparing month-end financial reports process
8. Responsible for scanning and uploading all the documents related with expenses
9. Follow up for accounts receivable, payable and bank statement reconciliation and keep track of working advances and report delays in clearing of advances.



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10. Maintain the filing system for all financial and accounting documents and keep confidentiality and manage the monthly tracking of our physical inventory and perform any other activities as assigned by supervisor.
11. Checking and ensure the accuracy, validity, legality of accounting documents such as receipts, vouchers, etc. of all transactions incurred in month

Qualifications and experience required:

1. The applicant must have University degree related to accounts.
2. Diploma in Accounting [eg; LCCI Level (III)], or equivalent qualification in accountancy.
3. Experience in Finance and Accounting
4. He/She must possess good computer skills in (Microsoft word and Excel).
5. He/She must have a good inter-personal communication skills and sound oral and written communication skills in English and fluent in Myanmar
6. He/She must be a highly motivated individual and should initiate required activities.
7. Ability to work independently and collaboratively in a team.

To apply:

Please send your application letter along with CV with ***expected salary***, photo, testimonials or names of referees. Your application letter should include contact address with accessible telephone number and be sent to: Asst. Admin/HR Manager, CBI, Room - 206, Building - A1, Hnin Si (1) Street, Yuzana Highway Complex, Ward (6), Kamayut Township, Yangon, Myanmar and email to teamhrcbi@gmail.com and admin@cbiinmyanmar.org

- Application will close on **May 29, 2025**.
- Short-listed candidates will be advised on **June 4, 2025**.