



VACANCY ANNOUNCEMENT

For the position of

Cashier

The Organisation

The Leprosy Mission Myanmar (TLMM) is a Christian faith-based, non-government organization that has been working in Myanmar since 1898. We are a member of The Leprosy Mission Global Fellowship, which is made up of about 30 countries around the world. The Leprosy Mission Myanmar is locally governed and is officially registered as a local NGO in 2018.

Our goal is to ensure that person with disabilities and those affected by leprosy and other potentially disabling conditions in our project areas understand their fundamental rights; are healthy, educated and earning a living; are valued and participating members of their communities; and have the confidence and skills to speak up about issues and influence decisions that affect them.

Report to: Site Coordinator

Location: Disability Resource Centre (DRC) at Mandalay and Pakokku

Contract type: full time, with contract renewable annually

This position is stationed in DRC office and to work closely with DRC team and Finance team at the respective Field offices. The cashier is required to report primarily to DRC Site Coordinator and functionally to Finance team at the respective Field Offices. This assignment covers 40 hours per week with flexibility to accommodate after hours work if required.

Job Description:

As part of the DRC team, the cashier is to perform cash receive & payment procedure; advance payment and advance settlement procedure, maintain Cash & Bank Book Registers at the DRC office according to Finance policy, procedure and manual of TLMM.

Main tasks and responsibilities:

- 1- To prepare monthly & quarterly cash forecast for DRC office;
- 2- To prepare monthly cash request for DRC office;
- 3- To check cash/ Advance request and expenditure report/ advanced settlement report from DRC team members, including source documents & distribution lists;

- 4- Prepare vouchers – cash receipt/ payment/ Journal vouchers;
- 5- Perform cash receive and payment transactions;
- 6- Maintain Excel based Cash & Bank register, record daily cash in and cash out transactions including banking transactions, balance the cash register and generate daily/ weekly/ monthly Cash & Bank register and file and get approval from Site Coordinator every Fridays;
- 7- Perform daily, weekly, monthly physical cash count, prepare daily cash count sheet, and file and get approval from Site Coordinator every Fridays;
- 8- Prepare weekly and monthly cash reconciliation statements;
- 9- Prepare monthly bank reconciliation statements;
- 10- Maintain advance control register for DRC office;
- 11- Monitoring vehicle logbook, IT equipment logbook, stock ledger, inventory and fixed assets registers and leave register;
- 12- Welcoming visitors and directing them appropriately and notify Site Coordinator of visitor arriving;
- 13- Supervise office cleaner and ensure clean office environment, safe office resources and compound;
- 14- Attend regular staff meetings and other meeting/ retreat as required; and
- 15- Any other tasks assigned by the Site Coordinator to contribute team effort.

SAFEGUARDING

- Safeguarding is the responsibility of organizations and all staff to make sure that their operations and programs do not harm children and adults at-risk or expose them to abuse and exploitation. Staff in our organization should be protected from harm and inappropriate behaviors such as bullying and harassment. It is important to ensure that our systems and processes have the right standards so that we remain transparent and accountable in our work.
- As such in TLMM, safeguarding is everyone's responsibility and all staff are required to behave in such a way that we safeguard children, adults-at-risk and our own colleagues at all times. In addition, to safeguard the interests of the organization. All staff will be familiar with and follow the TLMM Safeguarding policy and the Code of Conduct. Staff are expected to attend related training and advocate safeguarding in their work at all times.

QUALIFICATIONS, EXPERIENCE AND SKILLS:

- Any graduate with the certificate of LCCI Level II from Exam Board of LCCI or Diploma in accounting, preferably Bachelor Degree for BBA & B. Com;
- Two years working experience preferable;
- Computer proficiency in word processing and spreadsheets;
- Knowledge in accounting software is an advantage;
- Proven team working ability;

- Strong communications skills, including English language ability;
- Positive Attitude and Punctuality; and
- Commitment to and understandings of TLMM's aims, values and principles.
- Deep commitment to safeguarding practices in relation to self, team and the community.

"We are committed to diversity and inclusion and welcome applications from all qualified internal and external candidates"

Applicants with the qualifications and experiences stated above are welcome to submit the CVs with application letter and contact of 3 references (1 should be from HR department) to:

No. 156,5th Floor(A,D).South Kyun Taw Quarter, Baho Street. San Chaung Tsp. Myanmar.

Email address: hhwin@tlmmyanmar.org

Not later than 23rd April 2025.

Remark: Please clearly mention the position applied. Only short-listed candidates will be contacted for interview.