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Karen Return & Reestablishment Committee (KRRC)
ကရၢၣ်ပြန်လည်ဝင်ရောက်ရေးနှင့် ပြန်လည်ထူထောင်ရေးကော်မတီ

Executive Office: No-59, Naung Karaing Village, Yai Thar Village Tract,
Pa-an, Karen State E-mail.edkrcc44@gmail.com

VACANCY ANNOUNCEMENT

The Karen Return & Reestablishment Committee (KRRC) is looking for qualified Finance Assistant.

Position Title	: Finance Assistant
Position End Date	: 30th April, 2025
Number of Post	: 1 Post
Duty Station	: KRRC Executive Office, Hpa An
Reporting to	: Project Coordinator

POSITION SUMMARY: Under the guidance of the Project Coordinator and Finance Manager, The Finance Assistant provides support in day-to-day financial operations to ensure effective financial management, compliance with donor and organizational policies, and timely reporting for the humanitarian project. The role supports accurate documentation, transaction processing, and financial recordkeeping.

Primary Responsibilities

- Assist in processing payments (cash, cheque, or bank transfers) for project-related expenses.
- Prepare and review payment vouchers, invoices, and supporting documentation for accuracy and compliance.
- Maintain petty cash and ensure timely replenishment with proper documentation.
- Ensure all financial records (receipts, invoices, bank statements) are properly filed and archived.
- Enter transactions into financial systems (manual or digital accounting software).
- Assist in preparing monthly financial reports and reconciliations.
- Ensure compliance with donor rules, audit requirements, and internal financial policies.
- Support in the implementation of proper controls related to cash handling, procurement, and payment approvals.
- Support preparation of financial reports for donors and internal stakeholders.
- Liaise with logistics, admin, and program teams to ensure financial procedures align with operational needs.

- Support internal and external audit processes by providing necessary documentation and explanations.
- Assist in organizing meetings, preparing minutes, and following up on action items.

Education, Technical Skills and Knowledge Required

- Diploma or bachelor's degree in accounting, finance, business administration, or related field.
- Minimum of 1-2 years of experience in finance or accounting, preferably in a non-profit or project-based environment.
- Experience with financial management of grant-funded projects is highly desirable.
- Proficiency in Microsoft Excel and financial management software.
- Strong analytical and numerical skills.
- Excellent attention to detail and organizational abilities.
- Strong communication and interpersonal skills.
- Ability to work independently and collaboratively in a team setting.
- Familiarity with accounting standards and financial regulations.
- Relevant finance or accounting certifications.

Key Behaviors & Abilities

- Willing and able to adapt to changing work requirements and priorities that may require overtime or extended hours
- Ability to live and work in field sites in remote rural areas
- Ability to work independently, provide prompt and accurate data collection and reporting
- Excellent interpersonal skills and non-judgmental attitude towards people with different ethnic background
- Be a good team player and good personal skills (honest, trustworthy, flexible and respectful) to coworkers and organization
- Demonstrate commitment to KRRC's core values and policies

Application Process:

Interested candidates should address the application to Admin and HR Manager, No-59, Naung Karaing Village, Yai Thar Village Tract, Pa-an or ***krrca273@gmail.com*** with his/her Curriculum Vitae (Three references), Cover letter, a photo taken within last six months and copy of certificate(s), additional training attended.

Deadline of Application

The all completed application should arrive by **30th April, 2025**.

Only short-listed candidates would be contacted for the interview.

The Karen Return & Reestablishment Committee (KRRC) enforces a rigorous policy of zero tolerance towards Sexual Exploitation, Abuse, and Harassment of beneficiaries. Protection from Sexual Exploitation, Abuse, and Harassment (PSEAH) is a shared responsibility, mandating strict adherence by all staff to the Code of Conduct, which rigorously upholds PSEAH principles at all times, both within and beyond work hours. Familiarity with and strict adherence to this Code is non-negotiable for all personnel.