



Gathering House Youth Empowerment Society

Vacancy Announcement

VA06626, GHYES-HR

Gathering House Youth Empowerment Society is seeking a highly skilled and experienced applicant for the following vacant position.

Position Title:	Finance Assistant
No of Position:	One Position
Location:	Sagaing Region
Desired Start Date:	1-Nov-26
Duration:	Till end of Mar 2027 (with highly possible extension)
Reports to:	Finance Officer
Closing Date:	16-October-2026

Background:

Gathering House Youth Empowerment Society is a dynamic and fast-growing youth organization founded in 2020. Our vision is to empower young people to build a society that is both peaceful and comprehensively developed. We are committed to achieving this through our mission of working alongside young people and youth organizations to empower and support them to become active agents of positive change in their communities. By doing so, we aim to build a peaceful and comprehensively developed society where every young person can reach their full potential. Our core values reflect who we are as an organization and guide our work. We value ***diversity and non-discrimination***, recognizing and embracing differences among individuals. We foster ***innovation***, encouraging creativity and new ideas in our work. ***Mutual respect*** is at the core of our interactions, promoting a culture of collaboration and teamwork. We prioritize ***transparency*** in all aspects of our operations, promoting open communication and accountability. We take ***responsibility*** for our actions and their impact, committing to ethical and sustainable practices.

As an active youth organization, we are committed to the growth and development of our team members. We provide a dynamic, flexible and supportive work environment where every team member is encouraged to thrive and reach his or her full potential.

Job Summary: We are seeking a dedicated, highly skilled, and experienced individual to join our organization as a Finance Assistant for the financial process. The Finance Assistant will be responsible for facilitating the financial process of field offices and assisting the Finance Officer.

General Duties:

- Understand, value, and adhere to the Guiding Principles, Policies, Guidelines, and Procedures of Gathering House (GHYES), upholding the highest ethical standards.
- Perform all duties with the highest level of confidentiality, effectiveness, and efficiency in the interest of GH and the communities it serves.
- Take responsibility for actions and decisions, ensuring timely delivery of assigned tasks and transparent communication about challenges
- Handle organizational and beneficiary data responsibly, ensuring strict compliance with data protection and privacy policies.
- Actively contributes to the continuous improvement of Gathering House through feedback, innovation, and participation in knowledge-sharing and organizational development initiatives.
- Support organizational efforts during crises or emergencies by taking on roles as needed to ensure the continuity of operations.
- Prioritize workplace safety and personal well-being, adhering to all safety protocols established by Gathering House.
- Gather and disseminate information to enhance Gathering House's understanding of the field environment and identify existing trends and community responses.
- Where appropriate, support advocacy efforts to promote Gathering House's vision and mission among community stakeholders and the public.
- Represent GHYES appropriately during field activities and meetings, avoiding any actions that could negatively impact the image of Gathering House.
- Take responsibility for personal professional learning and development.
- Collaborate effectively as a team member, fostering positive working relationships with colleagues across various teams, units, and departments at Gathering House.
- Foster an inclusive environment that respects diversity and promotes equity within the workplace and in interactions with communities.
- Demonstrate flexibility to adapt to changing priorities, field environments, and organizational needs.
- Actively consider and promote environmentally sustainable practices in the execution of duties and field operations.

Key Responsibilities:

- Check and Prepare Finance internal payment, receipt and journal vouchers.
- Follow up on outstanding payments, procurement process, and supporting documents for all vouchers as needed.

- Ensure the financial transactions are recorded, filed and scanned with adequate supporting documentation and maintained.
- Data entry in general ledger for daily transactions.
- Check whether all expenses are in line with the budget line.

Additional Duties:

- Ensure all work-related messages and correspondence are followed up
- Gather and disseminate information to enhance Gathering House's understanding of the environment and identify existing trends and responses
- Represent GHYES appropriately during activities, meetings, and in the field, avoiding any actions that could negatively impact the image of Gathering House
- Take responsibility for personal professional learning and development
- Collaborate effectively as a team member, fostering positive working relationships with colleagues across various teams, units, and departments at Gathering House

Essential Qualifications and Required Experiences:

- University Graduate with finance related certificate or diploma
- At Least 2 years of experience in accounting field
- Good computer literate
- Good interpersonal and communication skills
- English language is strongly to be in written skill
- Exposure to NGO work is an advantage
- Proven track record of quality performance in highly pressured environments
- Well organized, flexible/adaptable to changing priorities
- Ability to work independently as part of a team
- Sound Judgment and planning

Benefits:

- Competitive salary and allowance (**Standardized scale, based on qualifications and experience**), and additional standardized benefits are provided, including a comprehensive leave package, home leave benefit, hardship allowance, medical coverage, 13th-month salary, and a monthly communication allowance
- A supportive and collaborative work environment that fosters continuous learning and growth
- Valuable hands-on experiences and exposure, providing opportunities for professional development and career advancement
- Capacity building initiatives such as workshops, training programs, and conferences to enhance your skills and knowledge

If you meet the qualifications and are passionate about making a positive impact on the lives of conflict-affected individuals, we encourage you to submit your application.

How to Apply:

Interested candidates are invited to submit their application letter and updated CV, including academic qualifications, recommendations from previous employers, a contact phone number, and the details of at least two professional referees (one from the current or most recent Human Resources Department and one from the current or most recent supervisor) to recruitment@pmkp.org

Please indicate **“Finance Assistant, VA06626”** in the subject line of your email.

Only shortlisted candidates will be contacted and invited to participate in the relevant assessments and/or interviews.

Equal Opportunity and Safeguarding Commitment

Gathering House is committed to ensuring equal opportunities in recruitment and selection processes and considers all qualified candidates regardless of race, ethnicity, religion, gender, disability, age, or other protected characteristics.

We are strongly committed to the protection and well-being of children, the promotion of gender equality, and the prevention of all forms of abuse. Gathering House maintains a zero-tolerance policy toward child abuse, sexual exploitation, abuse and harassment (PSEAH), and all forms of misconduct that may harm vulnerable individuals. All successful candidates will be expected to adhere to our safeguarding related policies and standards of conduct.