

VACANCY- ANNOUNCEMENT

Department: **Finance**
Position: **Finance Assistant**
No. of Post: **1**
Location: **Yangon**
Expected Start Date: **As soon as possible**
Vacancy Posting Date: **28th June 2024**
Vacancy Closing Date: **12th July 2024**

Background on Acted

Founded in 1993, Acted is an independent international, private, non-partisan and non-profit organization that operates according to principles of strict neutrality, political and religious impartiality, and non-discrimination. Based in Paris, France, Acted now operates in 42 countries worldwide, with 400 international and 6000 national staffs. Acted has a 280 million budget for about 450 projects per year.

As the second largest French NGO, Acted has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. Acted undertakes programs that target the most vulnerable amongst those populations that have suffered from conflict, natural disaster, or socio-economic hardship. Acted's approach also looks beyond the immediate emergency towards opportunities for longer term reconstruction and sustainable development. For more information, please visit our website at <https://www.acted.org/en/countries/myanmar/>

Acted is currently looking for one qualified person to fill the position of **Finance Assistant**

Under the supervision of the Finance department, the Finance Assistant is in charge of all operations related to Cash and Bank and carry out bank process in payments and withdrawals. He/she is accountable for the petty cash/cashbook of the capital office and assists the Finance Officer in daily operational tasks.

Duties and responsibilities**1. Daily Basis:**

- 1.1 Vouchers, cash- and bankbook: preparation and filing of vouchers and registration of vouchers in cash and bank book.
- 1.2 Maintain the capital office cash & bank process, follow up with base offices for the payments to suppliers/vendors and ensure the process in a timely manner.
- 1.3 Dealing with transfers, exchange cash, and all other bank processes.

2. Monthly Basis:

- 2.1 Vouchers: quality of vouchers should be checked by the Finance Assistant at the end of month and ensure all the financial documentations are uploaded/back up onto ACTED share point.
- 2.2 Assist to Finance Officer in monthly account closure process.
- 2.3 Prepare monthly bank reconciliation statement for accuracy and ensure the reconciling items are cleared on time.
- 2.4 Assist to Finance Officer in weekly and monthly cash count.

3. Finance Support:

- 3.1 To assist with preparing financial documents (purchase orders, payment vouchers, etc.,)
- 3.2 Support staff submit claims for reimbursement; review vouchers to ensure there's all necessary supporting documents are completed.
- 3.3 Work closely with Logistics team and support the procurement process according to the ACTED Logistics Manuals and Policies.
- 3.4 Ensure the delegation of authorities regarding the ACTED authorization matrix.
- 3.5 Assist Finance Manager in internal and external audit.
- 3.6 Perform other duties as well if requested by management.

Technical skills

- University degree and any relevant qualification in accounting or finance. Preferably certificate in LCCI level II.
- Minimum 2 years' experience in similar position.
- Computer proficiency, especially in Microsoft Office (Word, Excel, Outlook).
- Strong attention to detail.
- Proficient writing and speaking skills in English.
- Excellent personal organizational skills including time management, and ability to meet deadlines.
- Willingness to work with a team with positive attitude.

Submission of application:

Applications shall be in **English** and include: i) a resume of not more than 3 pages; ii) a cover letter expressing the motivation to work for this specific position; iii) a copy of the university degree; and iv) contact details of 3 references should be submitted to Acted Myanmar Office – No.60, Hlaing Myint Mo Lane 2, Hlaing Township, Yangon, Myanmar.

Email: recruitment.myanmar@acted.org

Applications should be title “**Finance Assistant - Yangon**” and be submitted no later than **12th July 2024 (by 5:00 pm)**.

Only shortlisted candidates will be contacted.