

VACANCY ANNOUNCEMENT

(VA_012/2025 CL_HR)

The CL Organization is looking for a qualified “ **Admin & Finance Officer**”

Position	: Admin & Finance Officer
Number of Position	: 1 Position
Report to	: Project Coordinator/Finance Manager
Duty Station	: Kayin State
Project Period	: 7 Months
Application Deadline	: June 18 th , 2025 (5:00 PM) Myanmar Time

CL Organization

CL Organization is a non-governmental, non-profit, non-political and non-religious local CSO that welcomes everyone regardless of their religion, race, ethnicity, or Gender and is willing to work for the best of society. CL’s mission is to enhance the sustainable livelihoods and healthy lifestyles of local vulnerable people and farmers by implementing various training and projects (domestic skills, agricultural training, business start-ups, marketing training, land use training, and health care knowledge) in Myanmar.

POSITION SUMMARY: The Admin & Finance Officer will be responsible for ensuring accurate financial management and reporting within the project. This includes reviewing expenditures, vouchers, claim forms, and other project-related documents. The role also involves regular communication with donors or lead applicants to meet financial reporting and compliance requirements. The Admin & Finance Officer will support the Project Manager and Finance Manager, and guide program staff on financial paperwork and procedures.

Main Responsibilities:

- Review and verify project expenditures, claim forms, vouchers, and related documentation to ensure accuracy and compliance with internal and donor policies.
 - Communicate regularly with donors or lead applicants regarding financial reporting, budget tracking, and expenditure requirements.
 - Prepare and submit periodic financial reports in accordance with donor and organizational timelines.
 - Provide support and guidance to program staff on finance-related paperwork and compliance.
 - Maintain accurate and up-to-date financial records and ensure proper documentation.
 - Assist the Project Manager and Finance Manager with budget monitoring and financial planning.
 - Support in preparing for audits and financial reviews.
 - Ensure adherence to financial policies and procedures of the organization and donors.
 - Assist in procurement and administrative tasks as required.
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Job Specifications / Requirements:

- **Education:** Bachelor's degree in Finance, Accounting, Business Administration, or a related field. (B. Com/B.Act or post graduate study of LCCI level III is preferable).
- **Experience:** Minimum of 2 years of relevant work experience in accounting/bookkeeping and financial and administrative roles, preferably in a project-based or NGO setting.
- **Knowledge:** Core knowledge and understanding on Child Protection, Safeguarding and PSHEA including policy implementation to the respective area of responsibility. Understands the relevance of safeguarding and PSHEA including risks to Emergency programming and influencing work.
- **Skills:**
 - Good communication and interpersonal skills.
 - Able to work under pressure for multiple tasks to meet dead line.
 - Moderate proficiency in English (written and spoken).
 - Strongly knowledge of basic book keeping & financial transactions
 - Competency in using Microsoft Office applications (especially Excel and Word).
 - Understanding of financial regulations, accounting standards, and donor compliance will be an essential.
 - Flexibility in a workspace with growing needs and responsibility
 - Ability to work independently and collaboratively with teams.
 - Strong attention to detail and organizational skills.

Others:

1. Any other task requested by he/she supervisor for efficient program implementation.

Application Process:

- Interested candidates should submit their resume, Cover Letter, and 2 referees via email only to hrteams83@gmail.com. Two referees, one from HR Department and one from line Manager/Supervisor from the most previous job.
- Quoting "Admin & Finance Officer VA_012/2025 CL_HR" and Referring clearly to the Vacancy Announcement number and Location as advertised in the Subject Line.
- Mention Expected Salary range for this position in your CV.
- Applicants are kindly request to attached a recent passport-size photo along with CV.
- We encourage to apply for those who are available for immediate joining and short-term period.
- **The Application is a higher priority if mentioned correctly and completely.**
- Late submitted application will not be considered. Only shortlisted candidates will be contacted.

"CL is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct at all times (both during work hours and outside work hours)".