



38/ B (1), Pyi Htaung Su lane,  
TharthanaYeiktha Quarter,  
Near Sayar San Road, Bahan  
Township, Yangon.  
[www.mam.org.mm](http://www.mam.org.mm)

Medical Action Myanmar (MAM) is a medical organization. MAM aims to improve access to quality health care for all people in Myanmar. MAM provides large-scale access to prevention, diagnosis & treatment of HIV, Malaria, Tuberculosis and we provide Basic Health Care provided by 20 clinics and 2300 community health workers in remote areas. MAM employs over 1200 staff.

## **VACANCY FOR: Senior Finance Admin**

**Reports to:** Project Coordinator  
**Job location:** Putao (Kachin)  
**Deadline for application:** 22<sup>nd</sup> April 2025  
**Starting date of position:** As soon as possible  
**Vacancy number:** VA-0026/2025

### **Description of the vacant position:**

#### **Key Objectives and Responsibilities in general;**

- To perform the daily bookkeeping in accordance with the Generally Accepted Accounting principles and the Organization guidelines.
- Daily checking, stamping, coding, translating and filing of receipts.
- Timely entering (coded) receipts in excel cashbooks
- To ensure availability of cash for ongoing projects in relation to available budget.
- To ensure specific requirements from donors concerning the financial administration and reporting are followed.
- To complete monthly financial report to the management team in Yangon.
- To provide information concerning budget control.
- To provide financial management information and to advise the Project Coordinator.
- To review monthly cashbooks from the respective field offices for the month-end report.
- To supervise the respective Finance/ Admin team

#### **Financial and HRM administration**

- To regulate and supervise the payments to suppliers and personnel according to the administrative guidelines.
- To prepare salaries (payroll) of the local staff connected to the project office.
- To administer all staff related issues such as holiday, sick leave, contracts etc.
- To perform all administrative affairs related to travel permits to and within the project area.
- To manage staff contracts and staff related issue according to the Staff Rules & Regulations
- Assist with other various administrative tasks when required

### **MAM requires:**

#### **To be successful in this role you must have:**

**Education:** B.Com (or) LCCI Level 3  
**Language:** Fluent in English is desirable and Myanmar  
**Experience:** Minimum 3 years' experience in Accounting for international organization or company  
**Computer Skill:** Experience with Microsoft Excel, Word and Accounting Software  
**Specifications:** Highly motivated to learn, pro-active, hardworking, flexible in working hours, able to work independently.

**MAM offers:**

- Salary depending on experiences starting from **362 USD** per month (on a 12 months basis);
- 13th month bonus;
- 20 days of annual leave;
- Leave compensation upto one month of pay for untaken leave;
- Medical benefits;
- Gratuity Pay;
- Accommodation provided for non-residents

**Application process:**

Interested applicant should submit updated CV/Resume in the link below:

<https://forms.gle/ZiJaaxhwunbDorbt9>

No need to send scans or copies of certificates or diplomas, these will be requested later.

For further information on Medical Action Myanmar, please consult our website [mam.org.mm](http://mam.org.mm)

**Please note that due to the urgency of this position, applications will be reviewed on an ongoing basis, and the org reserves the right to initiate the recruitment process before the deadline for applications.**

MAM welcomes applications from all sections of the community including people with disabilities.