



38/ B (1), Pyi Htaung Su lane,
TharthanaYeiktha Quarter,
Near Sayar San Road, Bahan
Township, Yangon.
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: Finance Assistant

Reports to: Finance Admin
Job location: Lahe (Naga Region)
Deadline for application: 9th May 2025
Starting date of position: As soon as possible
Vacancy number: VA-0028/2025

Description of the vacant position:

Under direct supervision and guidance of finance/admin officer and with technical support of finance coordinator team in Yangon, finance assistant is responsible in general assist in day to day financial management.

Main responsibility

Under direct supervision and guidance of finance/admin officer and with technical support of finance coordinator team in Yangon, finance assistant is responsible in general assist in day to day financial management.

Key Objectives and Responsibilities in general;

- Make payment and receive funds in accordance with financial procedures.
- Manage cash, ensuring support documents/ signature are valid for cash received and carrying out periodic cash count and reconciliations.
- Daily checking, stamping, coding, translating and filing of receipts.
- Timely entering (coded) receipts in digital excel cash book.
- Assist with cash counts on a regular basis.
- Monitor and record staff holiday and sick leave
- Ensure timely receipt and expenditure returns from staff advances. Scrutinizes returns for authenticity, accuracy, proper authorization and eligibility.

Administration

- Ensure regular payments to telephone and phone & utility companies are done in time.
- Assist with other various administrative tasks assigned by supervisors

MAM requires:

To be successful in this role you must have:

Education : Any graduate (Accounting or LCCI Level 1, 2 and 3 is an advantage)
Experience : Experience as Cashier or Book Keeper for international organization or company is an advantage
Computer skill : Experienced with Microsoft Excel and Word
Language : Knowledge of English language is desirable and Myanmar

Specifications : Hard working, flexible in working hour. Able to work independently, encourage to apply local staff

MAM offers:

- Salary depending on experiences starting from **203 USD** per month (on a 12 months' basis);
- 13th month bonus;
- 20 days of annual leave;
- Leave compensation up to 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/EUbwanQAiqvpjzQW6>

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

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.