



32/ A (1), Kokkhine swimming club lane, TharthanaYeiktha Quarter, Near Sayar San Road, Bahan Township, Yangon.

www.mam.org.mm

Medical Action Myanmar (MAM) is a medical aid 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 Basic Health Care provided by 20 clinics and 2300 Community Health Workers in remote areas. MAM employs over 1200 staff.

VACANCY FOR: Senior Finance Officer

Report to:	Deputy Finance Director
Job location:	Yangon Coordination Office
Deadline for application:	11th June 2025
Starting date of position:	As soon as possible
Vacancy Number:	VA-0041/2025

Description of the vacant position:

The financial officer gives financial and administrative support to Country office and field offices to ensure timely financial and administrative process in Medical Action Myanmar.

Principle accountabilities;

- Review and verify for all accounting transactions are correctly recorded in MAM financial system
- Checking the budget code, activity code is in line with donor requirements
- Prepare monthly/quarterly consolidated financial reports as per donors' requirements
- Prepare monthly burn rate
- Prepare budget forecasts based on burn rate analysis
- Participate in preparing donor financial report
- Provides timely and adequate support to Finance Director for preparation of budget submissions and grant proposals
- Create, send, and follow up on donor/ sub grantees' invoices
- Reconcile accounts payable and receivable
- Perform bank reconciliation for MAM bank accounts
- Assist Finance Director for Co-ordination and preparation for project financial audits
- Comply with financial policies and regulations

Administration;

- Ensure payments of organizations are done in time and in line with internal rules and regulations
- Support Finance Director with processing bank payments
- Maintain a transparent and updated filing system for all types of contracts, payrolls of all project offices, book keeping, food baskets
- Liaising with managerial staff and other colleagues

Various;

- Assist with other various administrative tasks when required
- Any other duties as assigned by supervisors

MAM requires:**To be successful in this role you must have:**

Education:	B.Com, LCCI Level 3
Language:	Fluent in English is desirable and Myanmar
Experience:	Experience in Accounting for international organization or company
Computer Skill:	Experience with Advanced Microsoft Excel, Word. Preferable for Hands-on experience with accounting software like QuickBooks
Specifications:	Highly motivated to learn, pro-active, hardworking, flexible in working hours and able to work independently.

MAM offers:

- Salary depending on experiences starting from **420 USD** (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;
- Bus Fare allowance;

Application process:

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

<https://forms.gle/6NiNPvmymu8MwMNM6>

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.