

Vacancy Announcement (For Myanmar National Only)

Title:	Finance Assistant
Location:	Ye-U
Contract Duration:	Until the end of January 2026 with a possible extension
Number of Positions:	1 Position
Report to:	Project Coordinator and Finance Officer
Line Manager for:	Nil
Salary:	Above 300 USD
Closing Date:	31 May 2025

Organizational Background

Our organization founded by the active and young leaders in 2023 is a non-profit organization based in the middle dry zone of Myanmar with the main purposes of enhancing the accessibility of the community to a quality education, safe and thriving homes, resilient livelihoods with employment opportunities, healthy and nutritious diets and optimal health and nutrition services. Our organization strategically executes the missions on a broad spectrum of projects and activities focused on the empowerment and capacity building of young people and the development of the local community through sustainable livelihoods to achieve the desirable outcome in the community.

Our Values

ACCOUNTABILITY

We hold ourselves and our partners accountable for ethical conduct and integrity, acting responsibly for the benefit of the communities that we serve. We are responsible stewards of our financial resources and maintain a sustainable organization.

DIVERSITY, EQUITY, INCLUSION, AND RESPECT

To create an equitable and inclusive community, we value diversity in all forms, which is vital for advancing innovation, critical thinking, and solving complex problems. We maintain dignity and respect for the individuals and communities we work with and serve.

COLLABORATION, PARTNERSHIP, AND SHARING

We are stronger and have a greater impact by working together. We organize and support public and private partnerships to be a healthy community and society.

INTEGRITY

Honest, encourages openness and transparency; demonstrates the highest levels of integrity.

JOY

A fundamental part of a healthy life, joy fosters better health outcomes and is essential to the way we work.

Role Purpose

Under the direct supervision of the Project Coordinator and Finance Officer, we are looking for Finance Assistant to contribute to the Finance component of the MPCA, shelter, and NFI project in Ye U and Wetlet for the swift recovery of earthquake and crisis-affected populations by strengthening their resilience and best practices on the way of response. He/she will be responsible to undertake the financial functions including budget allocation, payments, transactions, checking expenses, documentation, record keeping, system updating, and reporting for the respective field offices to ensure smooth programming. This position holder will closely work with the project and other operation teams for the timely and proper implementation and report any financial findings or issues to the Project Coordinator and Finance Officer to inform decision-making and ensure sound financial management in compliance with the organization and donor's guidelines. He/she will also facilitate for monitoring and prevention of fraud issues within the field office.

Key Areas of Responsibilities

- Assist in undertaking the financial management according to the annual budget plan, and monthly and quarterly forecasting.
- Assist with timely and accurate budget allocation, tracking, and reporting to ensure the smooth implementation of activities.
- Assist the program teams and other operation teams by checking the expenses, amount, and financial documents against the project budgets, donor and organizational requirements, and guidelines.
- Prompt and timely report any discrepancies in the expenses to the Project Coordinator and Finance Officer to ensure better financial management.
- Under the operational support of the Project Coordinator and technical guidance of the Finance Officer, carry out all financial functions including bank transactions, withdrawals, deposits, reconciliation, authorization, and any other process for the respective field office.
- Maintain and update all requirements of project expenses including the receipts, bills, invoices, and vouchers into the organization's accounting system.
- Conduct the timely financial transaction within and across the organization ensuring accuracy, transparency, and compliance with the regulations.
- Ensure the cash handling, payments, and all financial processes align with the

- organization's policy.
- Reinforce the staff to improve their awareness, compliance, and prevention of fraud and other financial-related issues.
 - Assist the Finance Officer to maintain a complete and well-organized financial report and record system for all expenses.
 - Assist in preparing and submitting the monthly, and quarterly financial reports and help in the preparation of audit activity for the respective field office.
 - Carry out any additional tasks assigned by the Project Coordinator and Finance Officer relevant to the financial management.
 - Fully comply with code of conduct, PSEA policy, child safeguarding, fraud & corruption, equal opportunities, and any other zero tolerance policies and procedures of organizations.

Requirements for this position

Academic Qualification

- University degree (Bachelor's degree or equivalent) with a minimum of one year of experience in accounting, budgeting, and financial reporting.
- Preferable to professional certifications (e.g., CPA, ACCA, LCCI).

Professional Experience and Skills

- A strong knowledge of the working nature and exposure to the NGO/INGO sector in humanitarian/ development work.
- Require specific experiences and understanding of context in Northern Shan State, and ability to be assigned in the implementing townships of Northern Shan State.
- Good handling of financial systems, accounting software, and Microsoft Office packages, particularly Excel.
- Strong knowledge of financial policies, fraud, conflict of interest, and prevention of fraud.
- Good interpersonal skills, strong communication and diplomatic skills, and ability to work within a multi-cultural team.
- Being able to travel to other office areas.

How to apply for

The successful candidates are encouraged to send their “[resume/curriculum vitae mentioning the three professional referees along with the cover letter](#)” to the following address.

Email address: recruitmentteam.hsf@gmail.com

Please write: “[Finance Assistant_ MPCA/Shelter/NFI _052025](#)” in the subject.

Deadline: **31 May 2025, 5:00 PM (Myanmar Time)**

****Please note that only shortlisted applicants will be contacted for personal interviews. Applicants are encouraged to apply early as the contact will be made on a rolling basis before the closing date. Any applications after the closing date will not be considered. ****