

Field Finance Associate

Date: 13th October 2026

We are currently recruiting a Field Finance Associate, directly reporting to Area Team Leader. This position is based in Southern Shan state, with 60% of travelling to the project area.

Job Profile

We are seeking a detail-oriented Field Finance Associate to support accurate, timely, and accountable financial operations across assigned field locations. The role covers cash management, payment processing, financial reporting, documentation, and practical financial support for field teams. The hired staff will help maintain effective financial controls and ensure that transactions comply with approved policies and procedures.

Key Responsibilities

- Maintain petty cash and cash registers, conduct monthly cash counts, support authorized withdrawals and transfers, and follow cash security procedures.
- Review payment requests, vouchers, and staff claim to confirm that supporting documents are complete, and required approvals are obtained.
- Prepare monthly financial information, enter and cross-check data, monitor expenditure against budgets, and flag discrepancies or potential overspending promptly.
- Organize physical and electronic files for transactions, leases, and contracts, ensuring documents are scanned, backed up, and available for authorized review.
- Assist field teams with quarterly financial reporting, clarify documentation requirements, and provide practical guidance, orientations, and training.
- Work with programme, logistics, and HR colleagues to follow up on vehicle and office rental payments and authorized changes to banking arrangements.
- Supervise the Field Finance Assistant, coordinate daily finance tasks, and provide support across assigned townships when coverage is required.
- Check compliance with approved procedures, safeguard confidential information, and promptly report financial discrepancies, suspected misconduct, or other concerns through designated channels.

Required Qualifications and Experience

Essential Criteria

- University degree in finance, accounting, business administration, or another relevant discipline.
- At least three years of relevant finance or accounting experience, preferably within a humanitarian or development organization.
- Practical experience in cash handling, payment processing, financial documentation, and reporting.
- Proficiency in Microsoft Excel and Word, with the ability to maintain accurate financial records.
- Good written and spoken English.
- Willingness to travel regularly and work in challenging field environments.
- Understanding humanitarian principles and the “Do No Harm” approach.

Desirable Criteria

- Knowledge of the Shan State context.
- Experience working in Shan State or other conflict-affected or disaster-affected areas.
- Experience providing financial training, coaching, or support to field teams.

Skills and Competencies

- Strong numerical accuracy, analytical skills, and attention to detail.
- Effective planning and prioritization to meet multiple deadlines.
- Clear communication and respectful collaboration in multicultural teams.
- Ability to work independently, remain calm under pressure, and adapt to changing priorities.
- Integrity, confidentiality, accountability, and commitment to safeguarding and professional conduct.

Behaviour and conduct

- Ensures that behavior inside and outside of work promotes the values of the organization.
- Acts with integrity and holds themselves accountable for being respectful, inclusive and professional
- Reports any concerns.

Research shows that women and those from marginalized ethnic groups are less likely to apply to jobs unless they meet every single requirement. If you're excited about this role, but your experience doesn't align with every criterion described, we encourage you to apply anyway; you could be exactly what we need!

How to apply:

To apply for this post, please send your job application to hrmyanmar.hrmyanmar@gmail.com

Closing date: 27th October 2026

If suitable and qualified applicants are found, interviews and hiring processes may be conducted earlier than the specified date.