

VACANCY ANNOUNCEMENT (Tdh-075-2026)

Position : Finance Assistant
Location : Based in Hlaing Tharyar Township
Duration : 1 year and possible extension
Report to : Finance Officer

Terre des hommes (Tdh) is the leading Swiss child rights organisation. Since 1960, Tdh stands together with children to uphold their rights, protect their lives and improve their well-being with a focus on those most exposed to risks. Tdh is making a positive impact in children's lives through innovative programmes focused on health, migration and access to justice. Active in more than 30 countries, Tdh works with its own teams and/or local and international partners. In 2023, Tdh supported 2.1 million children and members of their communities, and trained people who in turn supported a further 3 million people.

For more detailed information, please visit our website at: <https://www.tdh-myanmar.org>

Overview:

Under the supervision of the Finance Officer, the Finance Assistant is responsible for the day-to-day cash disbursement, operation of finance task and overseeing partners' financial management as per the guidance of Finance Officer and working closely with Logistics team, and program team. The role focuses on assisting with review of partner financial reports, documentation checks, maintaining records, and providing administrative and technical support to ensure effective and compliant financial management of partnerships. She/he will work according to Tdh-L mandate, policies and procedures and donor compliance.

MAIN RESPONSIBILITIES:**Cash Management & PWAR Processing**

- Verify PWARs and ensure all annexes/supporting documents are complete before processing.
- Apply the "PAID" stamp on documents once payments are completed.
- Follow up with Budget Holders (BH) for missing data or documentation.
- Maintain and regularly update the Cash Advance Register.
- Maintain the PWAR Register to track submissions and status.
- Process cash payments in accordance with internal procedures and approval of workflows.

Accounting & Data Entry

- Enter cash-related PWAR transactions into SAGA (or equivalent accounting software).
- Ensure accurate coding and documentation of entries before submission for review.

Treasury Support

- Handle cash withdrawals from the bank as approved by line management.
- Ensure proper documentation, signatures, and safe transfer/storage of withdrawn funds.

Documentation & Archiving

- Maintain organized archives (digital and/or physical) of PWARs and supporting documents.
- File documents in line with audit, donor, and organizational requirements.

- Ensure easy retrieval of documents for reporting, audits, or reviews.

Administrative & Coordination Support

- Coordinate with the Finance Officer and other team members to ensure smooth financial workflows.
- Support the preparation of payment packages or vouchers when needed.
- Assist with document scanning, photocopying, and filing.
- Participate in cash counts and reconciliation activities upon request.

Other Relevant Duties

- Support month-end financial processes through sorting and organizing documentation.
- Ensure confidentiality and compliance with internal financial procedures.
- Carry out any additional finance-related tasks assigned by the supervisor.

Values

- In his/her professional activities, adhere to the values of Tdh: commitment, ambition, respect, and courage.

Child Safeguarding Policy and Operational Risk Management

- Comply with the Global Code of Conduct and Child Safeguarding Policy of Tdh.
- Report any observed breaches of this policy during professional activities, including proven or suspected offenses and preventive breaches.
- Commit to other Risk Management Policies, including the Safety and Security Plan, Anti-Fraud Policy, and Whistleblowing Policy.
- Ensure the best possible implementation of Terre des Hommes-Lausanne risk management policies in Myanmar.
- Inform the line supervisor and focal persons and address any cases, allegations, or potential transgressions of Tdh Risk Management Policies.

Other responsibilities

- Undertake such additional tasks as may be required, especially when urgent action is required to respond to emergencies.
- Respect and implement this job description which may be amended by consent of Country Director in order to reflect and correspond to future changes and developments in the TdhL country programme.

Requirements and Qualifications:

- Bachelor's degree in any relevant discipline in finance, Accounting, Business Administration, or related field.
- 1–2 years of experience in finance, cashiering, or administrative finance support (NGO experience is an asset).
- Support month-end financial processes through sorting and organizing documentation.
- Ensure confidentiality and compliance with internal financial procedures.
- Carry out any additional finance-related tasks assigned by the supervisor.
- Familiarity with spreadsheets and accounting software (e.g., SAGA) is a plus.



- Ability to work effectively in challenging field environments and adapt to changing operational contexts.
- Ability to work under pressure both physically and mentally.
- Proficient spoken Burmese with excellent oral and written skills in English.
- Competency in Microsoft Word, Excel, PowerPoint, and digital tools.

Tdh-L is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender. Women, LGBTQI and People with disabilities are also encouraged to apply.

How to Apply and Submission of Expression of Interest:

Please send: (1) a cover letter indicating your motivation **AND** salary expectations; (2) a resume (CV) with contact information of **three** professional references (your two current/former work supervisors and one of HR Managers) (3) work certificates for your mentioned work experience to Human Resources Department through [Finance Assistant_Yangon - Terre des hommes](#) no later than **5:00 pm on 27th October 2026**. Only shortlisted candidates will be contacted.