

Vacancy Announcement

Job Title	Finance Assistant (1) post
Start Date	As soon as possible
Location	Yangon, Myanmar
Contract Period	One-year contract with possibility of extension
Reports To	Finance Manager

About Mote Oo Education

Mote Oo Education is a local and community-focused organization which specializes in training of educators, particularly in the adult education sector, and context-appropriate quality educational materials for Myanmar youth and adults.

About the Job

The Finance Assistant has to handle various tasks related to financial accounting. The duties include up to date data entry, payment process, tracking expenses by budget line, assisting in financial reporting, bank reconciliation and support payroll processing, preparing company taxation process and maintain accurate financial records.

Duties and Responsibilities:

- Deal with transfers and exchange of money.
- Up to date checking the physical & cash book and keep tracking all kinds of payments.
- Ensure that the safe has enough cash for each payment in weekly conjunction.
- Check that no supportive documentation or signature are missing before making the payment.
- Fill in vouchers on a regular basis and ensure registration of vouchers in the cashbook.
- Proceed with payments for all items and services approved by the Supervisor.
- Check the Safe & Cash book at the end of each day and ensure that the balance matches with the Cash book.
- Coordinate the cash or bank transfer, currency exchange and register it.
- Weekly cash reconciliation (Safe & bank balance are matching with Cash books)
- Monthly reconciliation (Safe, Bank Statement, and Cash books are matching) submitted to the Supervisor.
- Ensure that all advances are settled and clear.
- Data entry for the company taxation process and submit to the audit firm and tax office.
- Initiate the archiving system in the Organization.
- Prepare all necessary action for Internal/External Auditing.

Qualifications and Experiences:

- Bachelor degree in Finance or accounting, or in the relevant field.
- Minimum 1 or 2 years' experience in finance and accounting field.
- LCCI level 3 or experience in a similar role or basic understanding of financial principles and accounting practices
- Good written and verbal English communication skills
- Ability to manage multiple tasks and maintain accurate records
- Proficiency in Microsoft Word, Excel and PowerPoint.

What we offer:

- A diverse and highly motivated team
- Mote Oo Standard benefits
- Well-being activities and support
- Limited Financial support for medical purposes

How to Apply:

Interested candidate should submit a resume and cover letter, including contact details of two referees to "HR@moteoo.org" with the title of the position "**Application: Finance Assistant**" in your email subject line, no later than **5th July 2024**.

Only selected candidates will be contacted for the interview.

Mote Oo considers every candidate regardless of Gender, Ethnicity, Disability and Religions. People with disability and other disadvantaged groups are strongly encouraged to apply for this position.