

Join a Leading Finance team as a Finance Assistant!

**ROLE PURPOSE:** As a multi-donor funded programme, the consortium partners with selected ethnic and monastic education providers to strengthen their capacity to deliver and sustain good quality learning opportunities for children considered to be hard-to-reach in Myanmar. Applying a 'systems-strengthening' approach, the programme provides funding, coordination, technical assistance, and research across different complementary education systems to promote continuous improvement of education services. The programme works with its partners, established education providers, to place an emphasis on developing the quality and inclusivity of education in Myanmar, including improved learning outcomes; and with a broader

range of diverse stakeholders to address key barriers for the achievement of equitable education. In line with its current 2021-25 programme strategy, the overall aim for the programme is that hard-to-reach children access education services that meet their learning and well-being needs.

**TITLE: Finance Assistant**

**LOCATION:** Yangon

**Number of Position:** 1

**GRADE:** 5

**CONTRACT LENGTH:** Fixed Term, (through 31<sup>st</sup> May 2025)

**Reports to:** Finance Coordinator

**Staff reporting to this post:** None

**Budget Responsibilities:** None

**Responsibilities that make a difference:**

- Checking the expense claims from the staff, assist Finance Coordinator (Financial) for payment process.
- Prepare and monitor the internal payment status and share the updated status to all staff on a weekly basis.
- To carry out checking on daily, weekly, monthly for office cash balance with actual balance and any discrepancies are report to Finance Coordinator (Financial).
- Prepare cash and bank reconciliation on a weekly basis and maintain the hard copy with verified signature.
- Responsibilities for cash withdrawal and banking process as necessary.
- Monitor the teams' monthly BvA, implement activities against planned activities and inform the teams' implementation status to the Finance Manager.
- Maintain and update the financial data and tracking sheets in SharePoint as necessary.
- Update WIP google-sheet for finance session including weekly catch-up meeting.
- Making sure to update the proper record keeping system on financial reporting filing together with key documents like final proposal budgets, monthly and quarterly financial reports in donor format by marking sending dates to define as final version.
- Ensure to keep all the supporting documents of the treasury unit in the share point.
- Assist Finance Coordinator (Financial) and Finance Manager for audit process.
- Assist Finance Coordinator (Financial) for budgeting purposes.
- Assist in organizing the monthly budget holders meeting, taking meeting notes and share them with all budget holders.

- Provide support in preparing and updating finance documents as per the instructions received from the supervisor.
- Liaise with HR and makes sure all staff salary amounts have been transferred on time.
- Perform others relevant duties assigned by the supervisor.

### **Child Safeguarding**

- Ensure that all beneficiaries are receiving ongoing, age-appropriate verbal or written information in relevant languages Safeguarding Framework.
- Ensure that Child Safeguarding activities by partners are planned for and supported.

### **General Administration**

- Assist all financial related information and documentations are maintained systematically.
- Make sure to comply with all relevant policies and procedures in all aspects to health and safety, security, equal opportunities and other relevant policies and to have clear audit trail.
- Perform others relevant duties assigned by supervisor.

### **Qualifications that set you apart:**

- Education and experience: Bachelor's degree in accounting, finance, or a related field. Experience in finance or accounting, with a focus on internal payments and cash handling.
- Proficient English (writing, speaking, listening).
- Financial expertise: A strong understanding of financial principles, accounting practices, and budget management is essential for success. This includes the ability to analyze financial data, develop budgets, and monitor expenses.
- Attention to detail: In this role, attention to detail is critical to ensuring accuracy in financial reports, invoices, and other financial documents. The ability to identify and resolve errors quickly and efficiently is also important.
- Communication skills: Ability to communicate effectively with internal and external stakeholders. This includes the ability to explain financial information to non-financial colleagues and provide support to partners in financial management.
- Problem-solving skills: The ability to identify financial issues, analyze data, and develop effective solutions is a critical success factor for this position. The Finance Assistant must be able to work collaboratively with colleagues and partners to identify and resolve financial issues.
- Customer service orientation: A strong customer service orientation and be committed to providing high-quality support to internal and external stakeholders. This includes being responsive, proactive, and solution-oriented.
- Process improvement: Ability to identify opportunities for process improvements and implement changes to increase efficiency and accuracy in partners Financial Management System and processes.
- Adaptability: Ability to adapt to changing business needs and priorities while maintaining what the partners existing systems and compliance requirements.

Don't miss this opportunity to be part of our impactful education programme!

To apply, please send your CV and a cover letter to:

[educationmyanmar.recruitment@gmail.com](mailto:educationmyanmar.recruitment@gmail.com) using 'Finance Assistant' in the subject line.

Application deadline: 05/07/2024 (Friday).

**No requirement of photo or copy of certificates and only short-listed candidates will be contacted.**

**Remark:** For those who failed to mention or incorrectly mention the position title in their applications, we will consider those as disqualified and we will not consider for short list.

Join our team and contribute to our mission of driving positive change in education through your expertise. We are excited to receive your application!