



SIDAW Social Development Association
Vacancy Announcement
(VA-SIDAW-HR 019/25)

Job Title	Finance Assistant
Number of Post	1 Post (Male/Female)
Department/Project	Finance Department
Duty Station	Rakhine State
Grade	L1
Report to	Finance Officer
Application Deadline	Monday, 28 April 2025 (5:00 pm)
Start Date	As soon as possible
Duration	10 Months

SIDAW (Social Development Association) is a youth-led civil society organization which was organized and founded on 12th May 2019, with the aim to empower young people in Rakhine State for social change. SIDAW works with the most vulnerable communities affected by social and economic challenges, youth, and women from the marginalized communities and of course the minority people within the state. Our vision is a peaceful and prosperous Rakhine State where all communities are empowered to thrive. Our mission is to promote sustainable livelihoods, health, well-being, and peaceful coexistence among communities in Rakhine State through community-led development initiatives. SIDAW is focused on health, peacebuilding, livelihood, and youth capacity building. SIDAW is actively implementing programs in central and northern areas of Rakhine State.

Position Summary

The Finance Assistant will assist the Finance Officer to effectively and effectively manage Finance matters to make sure the operations are in line with SIDAW policies and procedures and preparing the cash payment vouchers, ensure completeness of the documentation, and secure payment approval.

Key Responsibilities

- Making sure and verification all the financial documents are in line with donors and SIDAW's policy in place prior to making any payment.
- Maintain cash receipts and ensure that payment vouchers are in order and correctly attached with relevant supporting documents.
- Ensure proactive communication and maintain good relationship between cross functional teams and finance team in SIDAW.
- Maintain good communication and relationship with donor agencies, partners, and program management team.
- Assist in the process of donor and organizational auditing process.

- Preparing financial reports for donors and ensures all donors and SIDAW's requirements have been met.
- Make sure to check daily income and expenses and update the cash account/book and bank book.
- Ensure donors receive and track grant submission and financial reports.
- Maintain and follow upon the program and operation working advances.
- Initiative and leading on monthly and quarterly Financial Monitoring session with cross functional team members.
- Initiative and maintain effective filing and recordkeeping system.
- Leading and making sure all the standardized internal and external financial forms in SIDAW.
- Oversee and direct daily organization's financial department processes and administrative works in office.

Skills and Requirements

- Bachelor's degree in business administration, finance, accounting, or related field; with knowledge of non- profit organizational procedures, principles, and systems
- Minimum 2 years' experience in a position with similar responsibilities, preferable with INGOs, NGOs, CSOs, or a financial/ banking institution.
- Knowledge of the relevant donor's regulations is preferred.
- Understanding of data privacy standards, integrity, honesty, and solid communication skills
- Demonstrated ability to work as part of a team and with all levels of management.
- Good computer skills including the ability to use MS Word and MS Excel and familiarity with any accounting software.
- Considerable experience in delivering financial training using different methodologies.
- Good in spoken English and Myanmar, working in ability in written Myanmar and English.

Application Instructions

Candidates should submit their application including Curriculum Vitae/Resume and a one-page Cover Letter explaining your interest in the position and why you are eligible. Applicants must also provide contact information of Two professional references. The deadline for submitting application and related documents (Microsoft Word or PDF Version) is by **Monday, 28 April 2025 (5:00 pm)** to recruitment@sidaw.org.

Applications will only be accepted online and ensure to mention the applied position title "**Finance Assistant_VA-SIDAW-HR 019/25**" in the Email subject. Application received after the closing date and time will not be considered. Only short-listed candidates will be contacted for interview. Telephone queries will not be answered.

SIDAW's Value

- SIDAW has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct that enshrines the principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

- SIDAW is an equal opportunities employer. We welcome applicants from all qualified candidates regardless of race, ethnicity, origin, religion, age, gender, sexual orientation or disability.
- To improve the gender balance within the organization, qualified female candidates are strongly encouraged to apply for.