

Job Announcement

Objective of the Consultancy

The objective of Accounting Software Setup Consultancy is to help businesses or organizations effectively implement, configure, and optimize their accounting software systems. The goal is to ensure that the software is tailored to the business's specific financial management needs, allowing for accurate tracking, reporting, and analysis of financial data.

Title	Accounting Software Setup & Accounting Data Entry Consultant
Contact Type	Short-term Service Contract
Closing Date	18 April 2025
Starting Date	As soon as possible
Duty Station	Online

Scope of Work

As we continue to grow, the need for an efficient, accurate, and streamlined accounting system has become critical. With the expertise of a seasoned consultant, we aim to:

1. Assess our current accounting processes and make recommendations for improvement.
2. Provide a detailed implementation plan, including software setup and customization.
3. Train employees on how to use the new software and provide troubleshooting support.
4. Ensure that the system meets both regulatory and business-specific requirements.
5. Entry the previous finance data.

Qualifications and Experience

The ideal consultant should have the following qualifications:

- **Basic Knowledge of Accounting Principles:** Understanding of double-entry accounting, journal entries, and financial statements (e.g., balance sheet, income statement, cash flow statement).
- **Familiarity with Accounting Software:** Proficiency in using popular accounting software (e.g., QuickBooks, SQL, ...) .
- **Software Configuration:** Ability to configure the software's chart of accounts, tax settings, fiscal year, and user roles and permissions.

- **Knowledge of Integration:** Understanding of integrating the software with third-party tools, such as payroll systems, CRM tools, and bank feeds.
- **Technical Skills:** Basic IT skills, such as understanding cloud-based vs. on-premise software, backups, data security, and updates.
- **Attention to Detail:** Ensuring accuracy when setting up various categories, tax rates, and accounting modules.
- **Problem-Solving Skills:** Identifying and troubleshooting issues related to software setup, integrations, or errors that may arise.
- **Data Organization:** Ability to categorize and organize data logically, especially for large volumes of financial records.

Deliverables

1. Complete the review of the existing accounting system and workflows.
2. Completion of Previous finance data entry starts from 2024 up to March 2025 (15 months).
3. Setting up an accounting software system that reflects the specific structure, enabling more relevant financial reports and insights.
4. Provide structured training sessions for financial staff on the use of the new system.
5. Ongoing support and troubleshooting assistance in the consultation periods.
6. A comprehensive report of activity completion, findings, and recommendations.

Consultancy Fees and Payment Schedule, and timeline

Payment will be made in installments as follows:

1st installment will be ensured after the completion of the accounting software step up. The final installment will be provided after completing all the submitted deliverable reports for two months, and is negotiable.

Interesting candidates who meet the aforementioned requirements are required to submit a cover letter, an updated CV, and two references (from most recent work) via email only to adminhr@bnionline.net. The application subject line should clearly mention the job title. Only short-listed candidates will be contacted for a final selection.

BNI is an equal opportunity employer. Women, minority, and ethnic applicants are strongly encouraged to apply.

About BNI

Burma News International (BNI) was established in Kolkata, India, on 11th February 2003 which is an ethnic media network with 15 independent media/news organizations as members. They are Chin World, Development Media Group, Kachin News Group, Kaladan Press Network, Kantarawaddy Times, Karen Information center, Khonumthung Media Group, Mizzima, Independent Mon News Agency, Narinjara News, Network Media Group, Shan Herald Agency for News (S.H.A.N), Than Lwin Times, The Voice of Shan-Ni, and Myitkyina News Journal.

