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## Build Your Career with BRAC Myanmar

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### JOB VACANCY

**BRAC/YGN/26/0038**

**Re-advertisement**

BRAC is an international development organisation working across Asia and Africa to alleviate poverty by empowering people and creating opportunities. Our mission is to support communities facing poverty, illiteracy, and disease through large-scale economic and social programmes that help individuals realise their potential.

Since 2014, BRAC Myanmar has provided pro-poor and pro-rural services through 500+ staff across 70+ branches in Yangon, Bago, Mandalay, Sagaing, Mon, Shan, Kayin, and Nay Pyi Taw. Using a microfinance-plus model, BRAC offers sustainable financial services especially for women alongside interventions in agriculture, healthcare, and education. For more information, visit BRAC Myanmar's website.

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|------------------------------|------------------------------------------------------------------------------|
| <b>Position Title</b>        | <b>: Manager, Field Account Operations (1) Post</b>                          |
| <b>Job Location</b>          | <b>: Country Head Office, Yangon</b>                                         |
| <b>Report to</b>             | <b>: Head of Finance</b>                                                     |
| <b>Application Open Date</b> | <b>: 13 Oct 2026</b>                                                         |
| <b>Application deadline</b>  | <b>: 27 Oct 2026</b>                                                         |
| <b>Benefits</b>              | <b>: 13th month bonus, annual inflation adjustment, and medical benefits</b> |

### Key Responsibilities:

- Manage and lead the field staff within the Finance & Accounts department, ensuring smooth and efficient daily operations.
- Ensure accurate data entry into both manual books and systems (ERP, sbiCloud) for all daily tasks.
- Provide guidance to the team to improve productivity and effectiveness in their duties.

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*"BRAC is an equal opportunities employer"*



- Ensure that all team members adhere to accounting manuals, microfinance guidelines, and organizational circulars.
- Safeguard branch funds, assets, and ensure proper fund management at the field level.
- Foster the development of skills, efficiency, and performance of subordinate staff within the designated area.
- Ensure alignment of BAOs and RAMs with all SPM-related circulars while delivering exceptional customer service.
- Educate and apply safeguarding policies to ensure a secure and respectful work environment.
- Complete all assigned tasks on time and assist in month-end closing activities. Meet deadlines for internal and external (FRD) reporting requirements.
- Coordinate with various departments to ensure smooth operational workflows.
- Undertake any other tasks assigned by the Head of Finance.

**Additional Responsibilities:**

- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.
- Adapt and support to achieve BRAC mission in terms of the social performance management objectives as well as the financial performance through its high valued workforce.

**Competencies Requirements:**

- Graduated with a degree in Accounting, Financial Management, or a related field.
- At least 3 years of experience in a managerial role within the microfinance sector.
- Must be willing to travel 50% of time to various BRAC Operations Areas.



- Proficient in English with strong communication skills.
- Proven team management and leadership abilities.
- Excellent interpersonal skills with the ability to work with diverse teams.
- Strong organizational and time management skills.
- Analytical mindset with the ability to assess performance and suggest improvements.

#### **Additional Information**

Please note that due to the urgency of the position, BRAC-Myanmar reserves the right to interview candidates before the closing date. Applicants will be reviewed on a rolling basis, and the position may be recruited before the closing date. Interested candidates are encouraged to apply early.

BRAC is committed to protecting all employees, partners, visitors, clients, and community members including children, youth, and vulnerable adults from any form of harm, abuse, neglect, harassment, or exploitation. We ensure fair assessment for candidates with disabilities and are proud to be an equal opportunity employer. Any personal persuasion will lead to disqualification.

**If you believe you are the right fit, please submit your application with a motivation letter and full CV and expected salary amount in MMK to [recruitment.myanmar@brac.net](mailto:recruitment.myanmar@brac.net)**