

Name of Position:	Finance Intern
Reports to:	Finance Manager
Duty Station:	Yangon
Employee Duration:	6 month (up to 31 Dec 2025) (renewable based on ongoing funding and performance)
Post Date:	13rd June 2025
Closing Date of Announcement:	23rd June 2025

ZOA's interventions focus on improving living conditions for displaced families through the provision of clean water, hygiene kits, and sanitation facilities, preventing disease outbreaks. Additionally, ZOA runs food security and nutrition programs such as General Food/Cash Assistance and home-gardening projects, aimed at strengthening food resilience and supporting vulnerable families year-round.

Purpose of the position

The Finance Intern is responsible to ensure accurate financial records, support the finance team in daily operations.

Place in organization

The Finance Intern will report directly to the Senior Finance officer and will be based in Yangon

Key Responsibilities:

- Maintain detailed records of all financial transactions in Cash Book and Account System.
- Conduct cash counts to ensure that physical cash and cash book balance agree.
- Check the accuracy to payment vouchers and maintain accurate financial documentation.
- Ensure that sufficient cash is on hand to allow for all activities to be conducted and paid for at the appropriate time.
- Support in the preparation of donor audits/Spot check.
- Support Finance Officer/ Senior Finance Officer for preparing in financial reports.
- Maintain monthly digital (scanning) the financial documentation.
- The intern will be required to visit the bank frequently for various payments
- Any other duties requested by the ZOA

Qualifications:

- Ability to work under pressure and meet deadlines.
- Excellent communication and interpersonal skills.
- Fluency in English and the local language.

Please send CV and cover letter in English, and three references by email to recruitment.cdn@zoa.ngo (please include the job title in the subject line)

The closing date for applications is **23rd June 2025 at 17:00 pm**. Only short-listed candidates will be contacted. Interviews will be held on a rolling basis.