



## Best Shelter

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### JOB VACANCY BS/YGN/24/004

**Date: 25 Jun 2024**

#### **Organizational Profile**

Best Shelter is a non-political, non-profitable, local NGO of individual professionals and peers aimed to provide Health promotion services for people who use/inject drugs, their (sexual) partners, community, youths and other vulnerable populations in hard to reach and conflict areas in Myanmar and to create an enabling and supporting environment through advocacy, capacity building and service provision.

Best Shelter is looking for a highly motivated and reliable individual who is keen to be part of an active team/organization that delivers wide range of services to improve the health of most vulnerable persons to fill in the following position for its activities in Myanmar.

**Contract Starting Date** : **As soon as possible**  
**Closing Date for application** : **9 Jul 2024**

**Position** : **Finance Assistant**  
**Location** : **Yangon**

#### **Personal and Professional Requirements**

- University degree in Economics or Diploma in Accounting
- Minimum 1-year experience in a similar position/field
- Good command of spoken & written English
- Excellent computer skill (office application)
- Excellent communication and networking (interpersonal) skills
- Good sense of priorities and good analytical skill
- Working knowledge with INGOs or NGOs will be given preference
- Ability to meet the work deadlines

#### **Main Responsibilities**

- Check all the vouchers, payment & advances both for Yangon and field offices (as allocated) whether it is authentic, supported with the necessary documents, relevant coding, appropriate allocation, filling appropriate account code, approved by the appropriate authorized person, claimed in time, accuracy of amount, etc. as per AHRN - Best Shelter Finance Procedure;

- Responsible for bank related matters (Cash withdrawal, cash transfer, exchange money, get bank statement, update bank book, get/update bank information if necessary etc...);
- Handle cash (MMK&USD), update information to Admin/Finance Officer in time when it is necessary for exchange or cash level is low;
- Daily cash count with admin/finance officer, support in monthly cash count and surprise cash count;
- Support and advice to the staff with budget COA when it is necessary;
- Submit all the cash projection of the field offices to admin/Finance Officer on 24th of the months and follow up and inform to A/FO if there is any changes;
- Responsible for updating all the filing system;
- Ensure that all the telephone, e-mail, electricity and municipal bills are settled in time;
- Ensure that Finance Procedure is being followed in any process;
- Assist admin/finance officer with the entire task being assigned to do;
- If necessary, she needs to travel to field offices;
- Make daily transactions of Yangon AHRN - Best Shelter office expenses into the cash books after verifying the expenses are allocated appropriately with relevant coding;

#### **What we offer**

Best Shelter offers competitive salary and benefit package including COLA (cost of living allowance)/ annual increment, medical benefit, etc.

#### **How to apply**

Please mention the applied position in email subject line and send a cover letter and CV listing two referees and their contact details to Human Resources Department through [jobs@ahrnmyanmar.org](mailto:jobs@ahrnmyanmar.org) (OR) mail by post to: **Human Resources Team, Best Shelter** and send the application to:

**AHRN Yangon Office** : No.135 (G), MawyaWaddy Street, 8 Mile, Pyay Road, Mayangone Township, Yangon.

#### **Additional information: -**

- Only short-listed candidates will be contacted for a personal interview.
- Please do not send original documents as it will not be returned.

Best Shelter has a zero-tolerance policy on any kind of sexual exploitation, abuse and harassment. Best Shelter expects full commitment of its employees with Best Shelter Code of Conduct including PSEA policy.