

Vacancy Announcement

Ref: MAUK-VA-015/2018

Post	Finance Officer
Location	Kyauk Taw
Starting Date	As soon as possible
Duration	One Year Extendable Contract (Probation Period 3 months)
Report to	Finance Manager
Vacancy Opening Date	Aug 7, 2018
Vacancy Closing Date	Aug 21, 2018

MA-UK is an international non-profit non-governmental organization registered in Myanmar. We have been delivering aid to Myanmar since 2012. Our organization has been providing vital emergency assistance and long-term development projects to thousands of people in dire need of humanitarian assistance throughout Myanmar each year. Our areas of work include Education, Livelihood, WASH (Water, Sanitation & Hygiene), and Emergency Response.

Purpose of the position

Purpose of Finance Officer will to maintain the finance management system and effective support for program activities. Finance Officer is responsible for maintain financial documentation for Financial Management Process.

Job Description

- Responsible for maintaining internal controls over the receipts, disbursements, and management of project resources, ensure that all transactions are adequately authorized and properly supported.
- Ensure that all financial data for the office are recorded in the financial system accurately, timely and completely.
- Maintain journals, receipts, and disbursement vouchers, accumulate documents in support of the voucher and send the documents to Yangon head office on a weekly basis
- Monitor, handle and overseeing all petty cash expenses, and carry out periodic cash count and random cash count and its document including managing daily cash reconciliation report.

- Submit daily cash book to the Sittwe Sub-office/ Yangon Country Office in a timely manner according to agreed time set.
- Advise the Operation Coordinator on all budgetary and financial matters.
- Oversee the preparation of payments, purchase authorizations and other financial transactions to ensure compliance with staff rules, financial rules and implementing instrument/ authority.
- Control all the supporting documentation produce in the field office/sub field office
- Supervise the preparation of the end of month account before forwarding to Sittwe Sub-office/ Yangon Country Office.
- Work closely with Field/ Sub Office / Program section, prepare monthly budget after coordinating with all concern department, maintain system to monitor and forecast cash requirements to meet administration and project expenditures.
- Establish monthly cash requirements for the office and requests timely replenishment from Yangon Country Office.
- Follow up to settle advance payment relate to program and operational expenditure.
- Provide support in general administrative and clerical work as needed.
- Any other tasks assigned by line Manager.

Essential Skills

- University education with relevant degree and related courses in finance and account.
- Minimum 3 year experiences in finance job, working with INGO would be advantage.
- Good interpersonal and communication skills.
- Proficient in Word, Excel and other applications.
- Able to work independently and under supervision and tight deadline.
- Ability to work under own initiative.
- Moderate in spoken and written English and local languages also considered.

**Application should be sent to hr@mauk-myanmar.org
no later than 17:00PM, Aug 21, 2018.**

Please mention the Ref: VA Number for your apply post.

Only shortlisted candidate will be contact, and inability to reply for phone queries.

Equal Opportunity &
Diversity Employer