



**Address**  
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## Vacancy Announcement

Ref: MAUK-VA-01/2019

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<b>Post</b>	<b>Finance Assistant</b>
<b>Location</b>	Yangon
<b>Starting Date</b>	As soon as possible
<b>Duration</b>	One Year Extendable Contract (Probation Period 3 months)
<b>Report to</b>	Finance Officer
<b>Vacancy Opening Date</b>	Jan 21, 2019
<b>Vacancy Closing Date</b>	Feb 4, 2019

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

Finance Assistant is to assist Finance Officer for daily financial routing tasks duties. Finance Assistant is responsible for maintain financial documentation for Financial Management Process.

### Job Description

- Processing financial documentation, including orders, invoices and payment, manage cash receipts, disbursement and petty cash.
- Prepare payments to suppliers and staff expenses payments in line with payment policies.
- Ensure to manage all bank transactions, withdraws, deposits, payments and other necessary bank related functions.
- Assist senior in managing advances and advances clearance, ensuring timely clearance of advances.
- Conduct regular cash count and its reconciliation as instructed by senior.
- Ensure that all accounting and financial records, files and all supporting documents are kept systemically and neatly.
- Assist in maintaining of proper control of the supporting documents for payments and financial reports.

- Work with other Finance co-worker in other Field Offices as required and instructed.

### Essential Skills

- University education with relevant degree and related courses in finance and account.
- Minimum 2 year experiences in finance job, working with INGO would be advantage.
- Good interpersonal and communication skills.
- Proficient in Word, Excel and other MS 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](mailto:hr@mauk-myanmar.org)  
no later than 17:00PM, Feb 4, 2019**

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

Equal Opportunity &  
Diversity Employer