



**Address**  
No. 73 (A-1), Pyay Road  
Dagon Township  
Yangon, Myanmar 11191

**Phone** +95(0)1225082  
**Email** [hr@mauk-myanmar.org](mailto:hr@mauk-myanmar.org)  
**Website** [www.mauk-myanmar.org](http://www.mauk-myanmar.org)

## Vacancy Announcement

Ref: MAUK-VA-02/2019

|                      |  |
|----------------------|--|
| Post                 | <b>Finance Officer</b>                                   |
| Location             | Yangon   |
| Starting Date        | As soon as possible                                      |
| Duration             | One Year Extendable Contract (Probation Period 3 months) |
| Report to            | Finance Manager  |
| Vacancy Opening Date | Jan 23, 2019   |
| Vacancy Closing Date | Feb 6, 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

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

### Job Description

- Responsible for cash receipts and payments with accurate budget information and relevant supporting documents.
- Requesting vouchers are need to check with correct project code and budget
- Ensure the timely and accurate monitoring and checking daily/ weekly/ monthly financial reports of fields offices
- Check field offices cash books and vouchers are compliance with policy, procedure and financial obligations and timely report to supervisor
- Make sure available and adequate amount of fund in office
- Confirm the daily cash are counted and accurate figure
- Manage the cash flow forecasts for to ensure adequate amount of funds for office operation and project activities

- Screen and follow up on advance clearance and reimbursed express in accordance with the financial regulation, procedure and manual
- Ensure the transactions are recorded to the QB system in daily basis, and checking the field offices' QB transactions are correctly recorded in the system.
- Make sure the procurements process are in accordance with financial and procurement procedures and compliance with MA-UK Myanmar procurement guideline
- Make sure that all disbursement are agreed with the approved budget and projects
- Prepare bi-weekly report for staff advances request
- Regular reconcile the cash and bank accounts
- Assist Finance Manager for internal and external auditing period
- 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](mailto:hr@mauk-myanmar.org)  
no later than 17:00PM, Feb 6, 2019

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

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**

*MA-UK presents equal employment opportunity for both female/male and people with disability.*