



Vacancy Announcement: Finance Assistant

Application deadline: 7 August 2020

Title	: Finance Assistant
Organization Unit	: Land Core Group
Number of Position	: 1
Duration	: 1 year (extendable contract)
Vacancy No	: LCG/VA/20-02
Duty Station	: Yangon (Frequently Travel to Project Areas)
Dead line of Application	: 7 August 2020

LCG has an immediate vacancy for a Finance Assistant to be stationed in LCG's office in Bahan Township, Yangon.

Background:

Land Core Group (LCG) is a not-for-profit organization promoting fair and equitable land governance in Myanmar. We work with Government, Parliament, and civil society to reform policy, law and procedures that impact people's rights to their land - particularly women and men smallholders and indigenous communities – and promote implementation of equitable aspects of the law.

Overall Responsibility:

This position will be closely working under supervision of Senior Finance Manager. She/ he can make decisions regarding the financial management system of LCG in accord with the level of authority and with an approval from the Senior Finance Manager.

Main Duties and Responsibilities:

- Following organizational core value, policies and culture:
- Responsible to review and understand all relevant organizational policies, and follow them necessarily to ensure all actions done are in line with LCG organizational policies and systems
- Become a good team worker in playing primary role and other roles collectively assigned.
- Responsible to promote LCG's organizational core values in order to create a warm, productive and conducive learning environment in the work operation
- People Management

To assist in day-to-day disbursement and management of cash, payment to partners, staff and vendors and recording of transactions in compliance with donors and LCG financial Policies and Guidelines

- Check the advance request form, expenditure claim form and disbursement vouchers of staff.
- Prepare financial transaction on a day-to-day basis for payment processing
- Update daily transactions using through computerized accounting software
- Monitoring staff advances and settlements by prepared monthly/weekly aging analysis and informing them and following up of the settlements.

To provide assistance for cash management in order to implement the operational activities as planned:

- Prepare documentation and withdraw cash from local private bank for payment to staff and vendors.
- Prepare salary payment to staff by the 25th of every month.
- Arrange to transfer money to partners and staff through bank transfer
- Ensure accuracy of cash balance at the Office Finance by checking cash on hand every Friday for weekly basic, last day of every month for monthly basic and making physical cash count.
- Assist the Senior Finance Manager and Grant and Finance Officers

Others

- Other duties necessarily assigned based on the relevancies and urgencies

Qualifications:

- Bachelor degree in relevant field.
- Fair level of knowledge and skills and at least 1 year of experience in financial management and accounting.
- Considerable level of knowledge regarding with generally accepted accounting principles and practical knowledge of financial systems, internal controls and procedures.
- Must be analytical, creative and a person of integrity.
- Considerable degree of knowledge and skills in using Word Excel and accounting software.
- Considerable degree of written and oral communication skills in English and Myanmar.
- Requires the ability to maintain team spirit and solving problems.
- Ability to work with a team and to possess demonstrated initiative, creativity and self-motivation.
- Strong analytical and inter-personal skills;

Apply To:

Qualified applicants are requested to submit (1) a cover letter (referencing the job title), (2) an updated CV, (3) the expected salary, (4) available joining date and (5) two references (including name, position, and contact details) who knows your professional experience and competence, latest by **7 August 2020** by email to the following email address: tmnaing@lcmyanmar.org copy to ssnyeain@lcmyanmar.org