



# Swe Tha Har

ဆွေသဟာ လူမှုဖွံ့ဖြိုးရေးအဖွဲ့

Phone: (+95) 9 86 12 781  
Web: www.swethahar.org  
Email: swethaharorganization@gmail.com

## Vacancy Announcement for Finance Assistant

Swe Tha Har Organization is looking for a suitable candidate for the following position.

**POSITION TITLE** : **Finance Assistant**  
**REPORT TO** : **Finance Officer**  
**LOCATION** : **Based in Yangon (Frequently travel to the project areas)**

### I. BACKGROUND

Swe Tha Har (STH), a friendship in English meaning, established in 2004 as a network with youth from different background, belief, and areas and who shared the common interest in building peaceful relationship among and between diverse groups from different ethnicity and faiths. And Swe Tha Har is also an organization which is committed to promote solidarity and harmony among and between different individuals from different religious and ethnic groups in the country. Swe Tha Har Organization (STH) had been engaged in emergency response and rehabilitation programs since cyclone Nargis in 2008. Moreover, STH is an organization which focuses on peacebuilding, youth empowerment, strengthening the capacity of CSOs, community development as well as grant management and partnership with local CSOs.

### II. THE PURPOSE OF THE POSITION

This position is primarily responsible for the coordination of the operation accounting and financial reporting function. It shall ensure compliance with organization finance policies, personnel policies and procedure issued from time to time to promote good stewardship of funds and resources.

This position is responsible to provide financial management services to Program Team in ensuring efficient functioning of internal control and procedures, cash management, security of assets and funds, financial accounting, reporting and budget preparation. In addition, this position will work in close coordination with the Supervisor for organizational directives, budget information, and reporting support.

### III. Financial control

1. Enters and supervises daily financial accounting operation and ensures compliance with organization policies and procedures





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2. Ensures that cashiering functions meet the needs of the projects and staff including collecting timesheets and timely release of payroll.
3. Checks and reviews the liquidation to ensure good sources and supporting document for all financial transaction including compliance to purchasing, construction and other policies and guidelines.
4. Ensure that the vouchers and other reports are filed and documented properly for organization and audit purpose
5. Checks and ensures that all disbursement is in accordance with the approved budget
6. Monitors the cash advances of the staff and make sure that all advances are liquidated on time
7. Assist transfer of funds to staffs and partners as necessary
8. Performs Cash Count Sheet
9. Reviews bank reconciliation statement for accuracy and ensure the reconciling items are cleared on time
10. Prepares and submit the monthly financial report to the Supervisor with variance explanation
11. Supports Project team in budget review including analysis of budget over (under) spending
12. Performs year-end closing procedures as directed by Supervisor including accruals, budget reconciliation, cash count, etc.
13. Assists in the conduct of the financial review/audit of the project/program
14. Undertake other tasks as reasonably by Supervisor.

#### **IV. REQUIREMENTS**

1. Bachelor Degree in Commerce/Accounting or LCCI Level I&II
2. At least 2 years of working experience in Finance position with good knowledge of handling cash, preferably with non-profit organizations
3. Thorough knowledge of MS Excel and MS Word
4. Team player in an inter-cultural setting; dynamic with mature personality, high integrity, confidence and able to work with minimum supervision
5. Multi-tasking, positive work attitude with excellent interpersonal and communication skills
6. Self-motivated team player with strong problem solving and analytical skills
7. Willingness and capacity to travel to field outside of Yangon

#### **V. PSHEA Regulation for Swe Tha Har Organization**

Swe Tha Har Organization has a zero tolerance to Sexual Harassment, Exploitation and Abuse of beneficiaries. Protection from Sexual Harassment, Exploitation and Abuse (PSHEA) is





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everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSHEA, always (both during work hours and outside work hours).

### **VI. WHO CAN APPLY**

Swe Tha Har Organization is an equal opportunity employer. STH does not discriminate individuals regardless of age, religion, ethnicity, gender, or physical appearance. The organization encourages qualified women, LGBTIQA and persons with disabilities to apply for this vacancy.

### **VII. HOW TO APPLY**

Interested and qualified applicants are required to send your Cover Letter and Curriculum Vitae to email: [adminhr@swethahar.org](mailto:adminhr@swethahar.org) by **07 May 2024**. Late applications will not be considered.

#### **Swe Tha Har Office (Yangon)**

Email : [adminhr@swethahar.org](mailto:adminhr@swethahar.org)  
Phone : (+95)9 86 127 81, (+95) 9 895596042

Please note that any other documents at this application stage are not required and only short-listed candidates will be individually notified and invited for a test and panel review. Shortlisted candidates will be required to provide at least two professional references.

