



စိမ်းလန်းဘဝလူမှုဖွံ့ဖြိုးမှုအဖွဲ့

Green Life Alliance for Development (GLAD)

အမှတ်(၁၅၂)။ နံ့သာကုန်းလမ်း၊ နံ့သာကုန်းရပ်ကွက်၊ အင်းစိန်မြို့နယ်၊ ရန်ကုန်တိုင်း။

## Vacancy announcement

### Position summary

Position title; : Finance Officer

Reporting : Finance Manager

Vacancy No : No.19/2025\_GLAD

Duty Station : Mandalay

Number of positions : 2 Post

Duration; : Project Based Contract

Application Deadline : June 27, 2025

GLAD is a national NGO in Yangon. GLAD was established in 2016 as a volunteer organization working on environmental conservation and sustainable community development. It started with empowerment programs in communities to create awareness on natural resource management, environmental conservation and sustainable development. Funds were raised through donations. GLAD has worked on community development program and recovery operations with regard to the environment. When needed, in collaboration with stakeholders and its partners, emergency response was given to an affected community and support of IDPs also arranged across the country.

### Role & Responsibilities

The purpose of this position is to contribute to the effective and efficient financial operation of the GLAD organization. Finance Officer provides accounting and finance support to the Line Manager. This position will provide technical support to programme team in field office. This position will contribute to the day-to-day financial transition.

### Financial Management

- Ensure to prepare monthly cashbook for donor financial report and send to the head quarter office in timely manner.
- Ensure prepare and update cashbook daily with computerize and manual.
- Ensure to prepare monthly cash forecast with program team for field office.
- Assist to program manager/ program coordinator for activities budget breakdown calculation if necessary.



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- Ensure timely payment of all program expenditures and proper recording of all financial transactions in cashbook.
- Ensure to make bank and cash transfer process for activities.
- Monitoring advance requests and advance clearance process.
- When necessary, follow the programme team to the field to support making program-related payments.
- Responsible for monthly salary payments.
- Review all expenditures with necessary supporting documents and authorization signed by GLAD financial policy and procedure.
- Ensure to prepare monthly advance register to the head quarter office in timely manner.
- Ensure to scan the expenditure documents.
- Lead all staff in understanding and completing cash advance and cash clearance process in field office.
- Ensure to do the filling system and assist to line manager in audit process.
- Ensure to make daily cash count with senior level of staffs.
- Participate in the annual performance appraisal process and regular meeting.
- Other tasks assigned by the Line Manager.

#### Qualitification & Requirements;

- Minimum diploma in accounting, finance, or relevant field.
- Minimum 2 years of relevant working experience in financial-INGOs/ NGOs/accounting field.
- Computer skills – MS Office: Word, Excel, PowerPoint, email, internet & typing for both English and Myanmar.
- Good communication skills particularly in Myanmar language.
- Working level of English (Excel and Reporting)/ Basic English.
- Strong interest and ability to work effectively in a team environment.
- Work flexible working hours as required.
- Willingness and ability to frequently travel to remote field sites.
- Good interpersonal, planning, problem solving, decision making and organizational skills.

*Please submit your motivated application form, updated curriculum vitae, and detailed contact information of three referees to **GLADHR@glad-mm.org** no later than **5:00 PM** on **June 27, 2025**. Clearly mention the “Vacancy No., Position Name, and Duty Station” in the subject line of the email.*

**“Any application that does not include all the required information will be considered invalid.”**

**“Only those candidates who are shortlisted will be contacted”**