

Vacancy Announcement

Date: 17 June 2025

About us

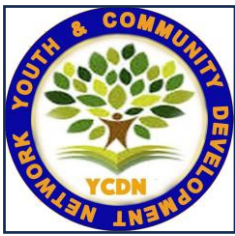
Youth and Community Development Network- YCDN is an independent and a non-profit organization, founded on 9, September, 2012 by the youth leaders' group who had about 20 years of working experience with CSO, LNGO, INGO and UN Agencies in order to enhance the livelihood, income generation and resilience of the vulnerable population by promoting the capacity of youth and community through agro-ecological practice under the sustainable agriculture and community leadership, positive development in Rakhine state. YCDN was registered as state level Civic Society Organization (CSO), head quarter office is located in Sittwe and covered the activities through the main sectors such as food security and livelihood, Agriculture Services, Youth Empowerment, Health and Nutrition, WASH, Natural Resources Management(NRM) and Emergency Response in 15 townships of Rakhine state, Myanmar.

Job Title	Finance Officer
Number of Posts	1 post
Duty Station	Yangon (HQ office)
Report To	Finance Manager
Duration	10 Months (Potential extend for next contract)
Application Deadline	27 June, 2025

Position Summary: Finance Officer is responsible for overseeing financial operations, closely assist to Senior Finance Officer or Finance Manager, ensuring compliance with accounting standards, and produce financial reporting.

Key Responsibilities:

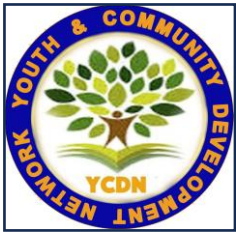
- overseeing day-to-day financial operations, including accounts payable, accounts receivable, payroll, and budgeting.
- Preparing financial statements, reports, and forecasts for management and stakeholders.



- Ensuring timely and accurate financial reporting, both internally and externally.
- Ensure monthly back up of the Finance's computer.
- To ensure that the review of all transactions is completed with supporting documents and other requirements.
- To check all daily financial transactions & Cash Book, Cash Ledger with excel and finance documents such as cash advances, receipts, payments vouchers.
- To prepare the monthly salary of staff process.
- To ensure and verify all expenses consistent with the line of the budget.
- To withdraw cash and transfer from the bank/statement
- To count monthly/weekly physical cash with together line supervisor
- Managing cash flow, ensuring funds are available for operations and investments.
- Assisting in the development of the organization's annual budget.
- Analyzing financial data to identify trends, variances, and performance metrics.
- Ensuring compliance with financial regulations, policies, and procedures.
- Coordinating with internal and external auditors to ensure proper financial controls are in place.
- Providing financial insights to support decision-making and strategic planning.
- Recommending cost-saving initiatives and improving financial processes.
- Identifying financial risks and ensuring they are mitigated through proper controls.
- Managing investments, loans, and credit facilities.
- Supervising finance staff, providing guidance, training, and performance management.
- Collaborating with other departments to align financial strategies with business objectives.
- Ensuring compliance with tax regulations and overseeing tax filings and payments.

Qualifications

- LCCI Level (I, II) and or relevant financial accounting qualifications
- At least 2 years' experience at relevant work
- Proven experience in writing good financial reports and maintaining accurate record
- Able to communicate clearly and effectively with colleagues
- Good computer skill-MS office, Excel, and PowerPoint
- Good command of spoken and written English and Myanmar
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude
- Commitment to and understanding of mission, core values and principles



To Apply

Interested applications should send a CV and cover letter to ycdn.recruit2024@gmail.com and CC to ycdnhr2@gmail.com or send hard copy of CV and CL to YCDN focal offices from Rakhine state. No later than **27 June 2025, 5:00 PM**. Only shortlisted candidates will be contacted for further process. Should you require further information regarding application, please feel free to contact us, HR Unit by phone (HR Unit: 09672660533, 09251262691, 09402935038, 09690444740, **during office hours**).